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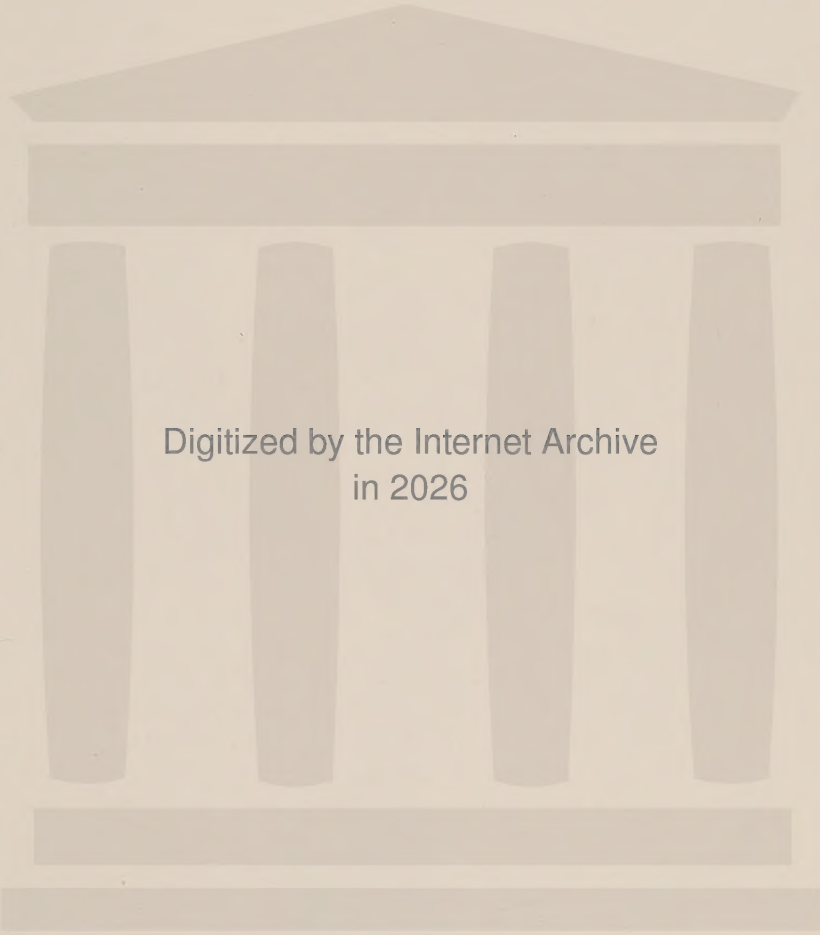
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—Miller of Washington

MAJ. GEN. U. S. GRANT, 3D, U. S. A., RET.
Chairman, Civil War Centennial Commission

The Role of the Archivist in the Civil War Centennial

By BELL I. WILEY *

Emory University

IT SEEMS to me that the most important thing that the archivist can do in connection with the Civil War Centennial is to help promote a better understanding of the war and its importance in history. Indeed, a better understanding of the war and its impact on the people of the 1860's and subsequent times should be the basic concern, the primary objective, of everyone who has a part in planning and executing the commemorative program, whether on the National, State, or local level. We need a broad and varied program, including pageants, parades, and dedication of monuments. There is also a place for battle reenactments, though it is the hope of the National Centennial Commission that these exercises will not be unduly emphasized; and I am sure that those of us who live in areas where sectional antipathies have not entirely disappeared have some concern about the type of ammunition to be used in the restaging of these ancient fights. But the pageantry and the ceremony will be of little avail unless they contribute to a richer understanding of the war and its influence. There is a danger of frittering away so much time and substance on spectacular, popular, superficial, and ephemeral activities that when the centennial has passed we shall have little of solid and lasting value to show for all our exertion.

In seeking a better understanding of the war it is important for us to take a broad view of the conflict. We should not consider it as a distinct and isolated segment of our past, but rather as an inseparable part of the continuing stream of American history. The roots of this conflict reach far back into the past, to early colonial times, and its influences remain strong and active today. It affected almost every conceivable aspect of American life and its total impact was so

* Adaptation by the author of an address by him to the Society of American Archivists, at Chicago, Ill., on Dec. 29, 1959. Dr. Wiley, professor of history at Emory University, Atlanta, is a member of the Civil War Centennial Commission. His many books about the Civil War include notably *The Life of Johnny Reb: Common Soldier of the Confederacy* (1943), *The Life of Billy Yank: Common Soldier of the Union* (1952), and *The Road to Appomattox* (1956). He served as a historian with the Army in World War II and has made significant contributions to the Army's historical series.

tremendous and far-reaching as to provide a fertile and challenging field of study for many generations to come. In trying to understand it we must not draw rigid and narrow boundaries of time or discipline. We must explore and reexplore, interpret and reinterpret, such questions as how it came about; what it was like; how it affected individuals, groups, localities, and institutions; how people of the time reacted to the crisis; and how the war has influenced succeeding generations.

The basic requirement for a better understanding of the war is an adequacy of sources. It is in this connection that the archivist can participate most effectively in the Civil War Centennial. It seems to me that the archivist's responsibilities with respect to sources are threefold.

First, he must take a leading role in the collection of materials. I realize, of course, that not all archivists can be collectors and that some of them must devote primary if not exclusive attention to servicing records that come automatically into their custody. But, speaking of archivists as a whole and considering particularly their role in the centennial, I believe that the most important thing they can do during the years 1960-65 is to utilize the upsurge of interest produced by the centennial to gather in from attics, basements, and other secluded places a great harvest of letters, diaries, reports, newspapers, photographs, and other source materials bearing on the conflict. Never again will there be so good an opportunity for collecting Civil War materials. Presumably there will be other centennials, each bringing a renewal of interest in the conflict, but much of the material that now reposes in private possession will be lost or destroyed before another century rolls around. *Now* is the time to make an all-out effort to gather the sources.

It is not necessary to try to get possessors of source materials to part with them permanently. Personally, I prefer to work with the documents themselves, and owners should not be discouraged from donating manuscripts to depositories. But microfilm, in most cases, is a reasonably satisfactory substitute for the original. And the insurance value of microfilming provides a good talking point for persuading owners of manuscripts and other treasures to make them available for the use of historians. During recent months I have obtained the loan to Emory University, for microfilming, of a number of collections of Civil War manuscripts by pointing out to the owners the fact that, should anything ever happen to the originals, facsimiles could be made from the film. Then, microfilm has

the advantage of requiring little space for storage, and for many if not most archivists storage is an important consideration.

It seems appropriate at this point to raise the questions: Is it really important to try to collect additional Civil War records? Do we not have enough of this sort of material already? These questions are more pertinent in view of the statement made recently by a leading Civil War historian that "the future is not likely to see major discoveries of new facts or fresh sources in the Civil War period," and that the mass of historical sources for this period is so formidable that it tends to discourage young historians from choosing this field as a specialty. I have the greatest respect for the historian who made this statement, but I want to register a strong disagreement. I do not think that we have a superabundance of source material on any aspect of the Civil War, and there are certain areas in which material is lamentably inadequate. One example of scarcity is in the correspondence of Confederate congressmen. For the past ten years I have been searching diligently for letters written by members of the legislative branch of the Davis government during their Confederate incumbencies. Rebel congressmen aggregated 267. For only a few have I found as many as 30 letters, and for some I have not been able to discover a single communication.

Another example is the correspondence of Negro soldiers, some 200,000 of whom wore the Union blue. I have long had a deep interest in these colored soldiers and during my research for *The Life of Billy Yank* I made a special effort to find letters that they wrote during their service. I found no more than about 30 all told, written by less than a half-dozen individuals. It seems reasonable to believe that a widespread and systematic effort during the centennial years to unearth materials in private possession would bring to light additional documents in these and other scarce categories.

If time permitted I could point out a number of areas and aspects which have not been adequately treated by historians — and the reason in many cases is scantiness of source material. These include biographies of lesser generals, and by lesser generals I mean to include corps commanders. We do not yet have a good biography of Winfield Hancock, one of the best corps commanders on either side. I understand that a biography of Hancock has been written by Glenn Tucker and is to be published in the spring of 1961. We lack biographies of some of the State governors and other secondary political figures. Army supply has never received sufficient attention. Only recently did we get a good biography of Montgomery

Meigs, the Union Quartermaster General, and we still do not have a good biography of his opposite on the Confederate side, A. R. Lawton. There is also a dearth of up-to-date, thoroughly researched studies of State participation — for example, there is no book-length study of Tennessee in the Confederacy. Other subjects which need fuller treatment are the role of women and the Trans-Mississippi theater.

Even in the areas of greatest abundance there is need for further collection. I do not suppose that there is any type of source material for the whole of American history to be found in such great profusion, in public depositories, as the letters and diaries of Civil War soldiers. Even so, the person who sets out to write the history of a regiment sometimes has great difficulty in locating letters and diaries written by the rank and file of the organization in which he is interested. Recently a student called to my attention a group of 65 letters written by a private of the 52d Georgia Regiment. The letters were poorly composed and hard to decipher. My advice was asked as to the advisability of microfilming the collection. Even before reading them I said, "By all means, microfilm them, for they may be the only known extant letters of a soldier belonging to the 52d Georgia Regiment." I knew from prior experience that this could easily be the case. When I read the letters I was even more convinced of the wisdom of microfilming them, for they gave delightful and revealing glimpses of the character, thought patterns, and language of representative members of the great masses of the American common folk of a hundred years ago. On July 10, 1863, shortly after hearing of the fall of Vicksburg this soldier wrote his wife: "I can tell you we air whipt now if we [only] nod hit We have not got anuff Men here in the West to hold old Grant a bit he can whip us here ever fit and he has don hit eve fit we hav had with him."

Included in this collection were a number of letters written by the soldier's wife. She was having a hard time at home trying to make ends meet and take care of a new baby. Her lot, like that of most soldiers' wives, was harder than that of her husband. But when he wrote that he could not send her any money because he had not received his pay, she replied: "Don't disfurnish yourself on our account and don't be onese about us." What more vivid commentaries could be found on the character and morale of the common people during the crisis of the war!

Another collection of Georgia soldier letters loaned to Emory recently for microfilming contained the most vivid and expressive

description of the causes and consequences of diarrhea that I have ever seen. This soldier wrote his wife: "I have bin a little sick with diorah two or three days . . . I eat too much eggs and poark it sowed my stomach and turn loose on me."

I see no danger in the foreseeable future of acquiring *too much* source material of any sort, in any category. And there is still a deplorable shortage of certain types of material. I have already indicated some of the gaps that need to be filled. As a general rule the need for additional material is greatest in areas pertaining to nonmilitary aspects of the war. Letters and diaries of civilians, and especially women of the lower and middle classes, are relatively scarce. In the military realm, manuscripts treating of noncombatant activities are not often found in great abundance. One may say that the farther the researcher gets from the smoke of battle, the thinner becomes his source material.

In his role of collector, the archivist must be willing to *seem* profligate and indiscriminating. For he must think not only in terms of known and present needs of the historians, the genealogists, the chroniclers, and the curious, but also of the unknown requirements of investigators in all time to come. Then, he must be willing to receive a lot of chaff on the chance that with the chaff will come a few kernels of usable grain. And if he is not interested in acquiring Civil War material, he will do well to seek it in the hope that along with it will come sources treating of other aspects of history. A smart archivist will use interest in the Civil War as an instrument for meeting his larger needs, not only in the realm of collection but in other phases of his work as well.

Historians should take a similar view. Civil War specialists ought to utilize the current interest in the war to promote the cause of history in general. And historians who specialize in other fields, instead of decrying the emphasis on the war as some of them are now doing, should consider the advantages that this emphasis may bring to them. Undoubtedly many converts are being won to history in the revivals that Civil War folk are now conducting all over the land. The preaching is often poor, the doctrine tainted with heresy, and the ministers more notable for glibness than for substance. But they are bringing in the converts and it is better to get them into the promised land by a back door than not to get them in at all. The important thing is to get them in.

The most important thing that the archivist can do, then, in connection with the Civil War Centennial is to collect — to collect now and to collect generously. He can evaluate, arrange, discard, and

do other necessary work later. But for *collecting*, now is the time of opportunity; and the archivist should make the most of it.

What can and should the archivist do to promote collection?

First, he should solicit the assistance and cooperation of lay and professional historians.

Second, he should enlist the aid of local historical societies, Civil War round tables, patriotic organizations, and other interested groups. Mary Givens Bryan, State Archivist of Georgia, has made effective use of the Georgia United Daughters of the Confederacy to build up her collection of Confederate manuscripts.

Third, he should utilize newspapers, radio, and television to publicize his desire for additional material. Newspaper stories about new acquisitions will nearly always bring letters or telephone calls offering other collections for microfilming. A few months ago, Mrs. Carolyn Wyatt of Decatur, Georgia, asked me to read the Civil War letters of her father, who served in an Indiana regiment and participated in the Atlanta campaign. She hoped to get the letters published in book form, and I was able to put her in touch with some prospective publishers. It soon became apparent that these letters, though unusually good, would not be accepted for publication. I persuaded Mrs. Wyatt to lend the letters to Emory for microfilming and to permit the film to be placed in the Emory library for use by historians. She generously consented. After the letters were filmed, the Emory Public Relations Department interviewed Mrs. Wyatt and published a long story about the letters and their usefulness in the study of the history of the war. Within a week Emory had a number of telephone calls offering similar collections of letters for microfilming.

I should like also to give an instance from my personal experience of the value of the radio in acquiring new materials. During my research for *The Life of Billy Yank* I was interviewed by Olivia Brown of a Memphis radio station. In the course of the interview I let it be known that I was interested in finding Union soldier letters in private possession. Before I left the studio I received a telephone call from Mrs. Hall E. Mosher of Memphis telling me that she had the Civil War letters of a kinsman who had served in the 36th Illinois Regiment. These proved to be an exceptionally good collection of 60 letters written by Day Elmore, who originally enlisted at 16 as a drummer boy, but who laid aside his drum for a musket and fought in most of the big battles in the West. He was an exemplary soldier in every respect and his full and vivid letters to

his parents throw valuable light on the experiences and reactions of the Union rank and file.

Elmore was seriously wounded in the battle of Franklin on November 30, 1864, and was carried to a field hospital. Shortly afterward, a resident of Franklin, Mrs. Joseph Baugh, who had come to the battleground to see what aid she could render, found Elmore lying on the floor of a field hospital, had him placed in her carriage, and drove him to her home, holding his head in her lap en route so as to reduce the pain of the ride. She nursed him tenderly until he died on December 9, 1864. Then she wrote his father, a minister, a long letter telling of the last hours of his son and the courage and faith with which he faced death. This woman had a son in the Confederate Army, but she expressed the greatest sympathy for the "enemy" who had lost his boy on Southern soil.

The archivist can also make good use of the television in publicizing his desire for sources. Television programs can be organized about a good collection of letters that have been loaned for microfilming. The program may consist of closeup shots of some of the manuscripts, choice quotations from the documents, and comments on their importance by local specialists in Civil War history.

The archivist on occasion should take to the speaker's circuit to make known his needs. Talks to historical societies, civic organizations, and women's clubs often will turn up valuable collections of manuscripts. In 1953 I made a talk to the Cartersville Rotary Club. At the luncheon I sat by Paul Akin, son of Confederate Congressman Warren Akin. During the course of the conversation I asked Mr. Akin if he had any of the letters written by his father while in the Southern Congress. I was told that all of the letters had been destroyed when Sherman came through Cassville, Georgia, in May 1864 and burned the Congressman's home and law office. About a year later I went back to Cartersville to talk to this same group. On this occasion I sat between Paul Akin and his son, Warren Akin, II. To make conversation, I remarked to Paul Akin that I was still grieving over the destruction of his father's letters. Warren Akin, II, spoke up and said: "Dad, all of the letters were not destroyed. About fifteen years ago you gave me a big batch of them and they are now in the safe over in our office." I think that I must have shortened my speech in order to get to the law office quickly. The letters filed in the safe aggregated 50 and most of them had been written by Akin during the latter part of his service in the Confederate Congress. The letters were written after Sherman's Atlanta campaign and are the more valuable because materials bearing on

the work of Congress during this period are relatively scarce. These well-written communications throw much light on life in Richmond and the doings of Congress in the final months of the war. The Akin family generously permitted me to take the letters to Emory for typing and microfilming. Recently they were published by the University of Georgia Press.

The archivist's second responsibility with respect to sources is to provide for their proper preservation. I do not propose to dwell on this point because archivists are fully aware of its importance and most of them, within the limitations of available staff and storage facilities, are doing a remarkably good job of preserving the sources committed to their care. Occasionally, though very rarely, the historian encounters an archivist who seems more concerned about preserving his treasures than having them used.

Some archivists are unable to do the job of preservation that they earnestly want to do because of a grossly inadequate physical plant. It seems reasonable to hope that archivists can use interest in history stimulated by the centennial to get better facilities for the preservation of their records.

The third responsibility of the archivist with respect to sources is for servicing them — facilitating their use by scholars and other interested people. There is no point in collecting and preserving sources unless they are *used*. To be used, records must be arranged according to some sensible and practical plan. They must be cataloged — and a minimum of cataloging is the preparation of a statement giving inclusive dates and describing briefly the character and content of the records. The type of descriptions prepared by the custodians of the Southern Collection at the University of North Carolina I have found to be most helpful from the standpoint of the user. The records should be indexed, if at all possible. This is a long and laborious process and in view of the limits of present staffs cannot be expected on more than a very limited scale.

Arranging and cataloging are the minimum of servicing that users may expect, but these are by no means always provided. When I went to the Massachusetts Historical Society to see letters and diaries of common soldiers, I was most courteously received by the splendid staff and was asked, "What are the names of the soldiers whose papers you want to see?" I said, "I don't know the names." This posed great difficulty because the records of this excellent depository are set up on a name basis, and if the researcher does not know names his needs cannot be readily met. Fortunately, some of the staff were people of long service and on the basis of memory

they were able to get together for me a number of substantial collections of soldiers' letters and diaries.

Some of the State depositories have no catalogs of their holdings. This works a great hardship on both the archival staff and the researchers. Much valuable time is consumed in searching for pertinent collections and the fumbling-in-the-dark procedure often causes the researcher to miss rich and sometimes vital materials bearing on his subject.

The archivist cannot fully meet his service obligations until he has prepared and issued a published guide to his holdings. But only a small proportion, even of major depositories, have been able to provide this type of finding aid. Guides serve the researcher in many valuable ways. I can only point out a few. First, they alert him to possible research projects. Second, they help him to determine whether or not an article or a book which he has in mind is practicable by throwing light on the all-important question: Is there enough source material available to justify the study? Third, they help him to plan his research. If travel is necessary, guides enable him to plan his itinerary at home where living is relatively economical, research assistance available (which in the case of the college professor means that he can exchange his dishwashing and baby-tending talents for the typing proficiency of his spouse), and where family associations provide spiritual comfort and sustenance. Guides also reduce the amount of travel required, either by revealing that material in certain depositories is insufficient to justify visiting them or by providing information for ordering essential sources on microfilm. The increasing expense of itinerant research makes very important the careful planning of travel and the substitution of micro-filming for travel whenever possible.

I want earnestly to urge archivists to do all that they possibly can to utilize the interest engendered by the centennial to issue published guides to their Civil War manuscripts — or better still, to their holdings as a whole, including their Civil War manuscripts. I should hope that publication of a guide to their Civil War manuscripts might help point up the need of a general guide, so that interest in the Civil War might be used as a foot in the door. I should like to suggest as a practical and economical measure publication of a guide to Civil War manuscripts — and it does not have to be complete — as an article or series of articles in a State or local historical journal, and then having reprints or extra copies run off for issuance as separates. Your State Civil War centennial commission might be persuaded to finance the reprints.

Another important function of the archivist in the centennial is the provision of information about the war.

First, he should provide information about units. Archivists from the North have the enormous advantage of published rosters and Dyer's remarkable *Compendium of the War of the Rebellion* (recently reprinted by Thomas Yoseloff of New York) with its chronologies and thumbnail histories of regiments, battalions, and batteries. I only wish that we had the equivalent of a Dyer's *Compendium* for the Confederacy.

Second, he should provide information about the role of States, counties, and communities in the Civil War. One of the great needs in Civil War historiography is more *good* local histories.

Third, he should provide information about individuals and families. The Hodnett family of Georgia, according to family tradition, had twelve sons in the Confederate Army. Enoch Cooper Cook of Alabama served as a soldier in the Confederate Army along with ten sons and two grandsons. The contributions of families such as these ought to be commemorated during the centennial and the archivist should cooperate with the descendants in digging up the necessary information.

Fourth, he should provide information about institutions, business establishments, schools, colleges, and hospitals. The Civil War caused a tremendous industrial expansion. Many business establishments operating today came into being during the war years. Some of them are planning to hold commemorative ceremonies during the centennial. Naturally they will turn to the archivist for help in obtaining information about their origin and early history. There is a great need for good histories recounting the war experiences of these and various other types of institutions which played conspicuous roles in the great crisis of the 1860's. I hope that archivists as they receive calls for information concerning this and other subjects will alert historians, especially those who direct theses, to the opportunities for investigation existing in these and other areas. Archivists should also call on historians and graduate students to assist in the preparation of bibliographies, the editing of exceptionally good collections of personal papers, and similar undertakings. If ever there was a time when archivists and historians needed to work together for their mutual welfare and the common good, it is during the centennial now approaching. Each can be of enormous help to the other.

The archivist should use his influence to see that the centennial is observed in an appropriate manner. Fortunately archivists are

represented on the centennial commissions of most of the States — and if they are not represented they ought to be. Since most of the commemorative activities are to be planned and executed on the State and local level, and since archivists will be called on for information and advice, they are in a position to influence the character of the commemorative program. It seems appropriate, therefore, for me in concluding these remarks to try to tell you what the thinking of the National Commission is — as far as I have been able to ascertain it from our meetings and discussions — as to what kind of commemorative program we should have during the centennial years.

First, the program should be dignified. The Civil War was, in many respects, the greatest experience in our history. Commemorative activities should be in keeping with this fact; restraint and good taste should be always observed; commercialism should be held within reasonable bounds; and ceremonies should not have a "picnic" quality.

Second, the programs should recognize and pay tribute to the greatness demonstrated by both North and South during the crisis of the Civil War. This was a time of supreme greatness for the masses of both sections. Never were the people of this nation called on to make such enormous sacrifices as they did during the years 1861-65. More than 600,000 soldiers, North and South, paid the supreme price in the war, and twice as many of them died of disease as perished from hostile bullets. In this war more American servicemen lost their lives than in all other American wars combined, beginning with the Revolution and coming on down through the Korean campaign, the figures being 618,000 for the Civil War and 606,000 for all other wars. The lowly folk at home suffered even more than did the soldiers in the armies. The exemplary manner in which the masses of the people acquitted themselves during this ordeal reflected great credit upon them and justified the faith of Thomas Jefferson in their basic soundness.

Third, the program should be broad in its scope. It should have a grass-roots quality. It should not be confined to tributes to generals and commemoration of battles, but should recognize all phases of the conflict and all elements of the population. It should not neglect the economic, social, and political aspects. It should take cognizance of the heroic performance of small units like the 1st Texas Regiment, the 1st Minnesota, and the 26th North Carolina, each of which lost more than 80 percent in killed and wounded in a single battle. Company "F" of the 26th North Carolina on the

first day at Gettysburg went into the battle with 91 officers and men and at the end of the day not one of them was alive and uninjured. It should pay tribute to the women, and especially to the lowly wives of soldiers, who endured hardship, suffering, and anxiety of a sort that is difficult for present-day Americans to imagine. The courage of these patriotic women is exemplified by an incident that occurred in Virginia during the war. As Governor John Letcher was returning to Richmond from a visit to his home in Staunton, he stopped at the home of an old friend. The good woman of the house was alone, and she told the governor that her husband and ten sons were all in the army and in the same company. "You must be very lonely," the governor said, "as you are accustomed to so large a family." "Yes," the noble matron replied, "it is hard to be alone, but if I had ten more sons they should all be in the army."

Fourth, the commemorative program should be one that will inform and provide a basis for continuing information.

Finally, the program should be one that will unify. It should emphasize the fact that people of both sides were sincere in their motives and that in supporting their respective causes they conducted themselves in a way that merits the praise of succeeding generations. Commemorative activities should point up the fact that the war helped to weld the country into the great unified nation that we know today. Both Northerners and Southerners ought to be able to recall the greatness demonstrated by their forebears of the 1860's without getting angry at each other. There ought to be no vaunting on the part of the victorious North and no flareup of antagonism on the part of the defeated South. It is especially important that the South, which — because it was the vanquished party and because most of the battles were fought on its soil — tends to remember more vividly the conflict, should not revive the passions of war. As the South views the Confederate flag, of which it has every reason to be proud, it ought to regard that flag as a symbol of the suffering, the sacrifice, and the greatness of our forefathers, and not as an emblem of hatred and continuing defiance. Both Southerners and Northerners ought to commemorate the war as *Americans*, as members of a united country, inspired with new hope and looking to the uncertain future with increased confidence because of the strength that was revealed by our forefathers in this the greatest crisis of our history. Because they endured, we know that we can endure.

The Challenge of Medical Records

By PHILIP D. JORDAN *

University of Minnesota

THE RECTOR of Philadelphia's Christ Church and St. Peter's Church died on January 2, 1798, in the sixty-second year of his life. Later that day a distinguished physician spread the pages of his commonplace book and wrote thus of the deceased:

He sometimes laughed and cried alternately all day. His disposition to laughter was natural to him, so much so that he was obliged when a young man to pinch himself in the pulpit to prevent his laughing when he was preaching. He had likewise diabetes and gravelly complaints. For all these complaints he took quack medicines constantly, by which means he probably shortened his life. His table was spread for physic every night, as regularly as the supper table of his family.¹

Then Dr. Benjamin Rush laid his quill aside. Fortunately, his candid commentary was not published until the worthy but neurotic clergyman had rested in his grave for a century and a half.

This slight episode reminds one of the intricate and complicated problems that confront both the archivist and the historian when they come face to face with the collection, evaluation, and proper use of medical papers and records. It matters not whether these literary and professional remains are manuscript diaries, holographic case records, hospital ledgers, recordings of clinical symposia, reports of committees, letter files and official correspondence of local and State health departments, reports of almshouses and county homes, letters of military physicians or of United States Public Health surgeons, or papers and documentary accounts of departments of public welfare. All such sources must be laid against the yardstick of both medical and historical ethics, and every one of them must be guarded against improper and prying use. I do not refer to official reports and edited correspondence prepared and released for public use, for these normally are relatively impersonal and innocuous. No archivist need fear to collect them and no historian to use them. I could wish that more libraries would exert

* Paper read at the annual meeting of the Society of American Archivists in Philadelphia, Oct. 7, 1959. The author is professor of history at the University of Minnesota and has written articles and studies in the history of medicine and public health.

¹ George W. Corner, ed., *The Autobiography of Benjamin Rush*, p. 240 (Princeton, 1948).

themselves to add to their holdings more material of this type, for much of it is indispensable to the social historian whose concern is with the new science and the new humanitarianism.

But the case of the personal, professional papers of physicians is entirely different. I know of no objective criteria by which to evaluate such documents. And there are other difficulties. The physician-surgeon of the eighteenth and nineteenth centuries was garrulous indeed as compared with the man who practiced the trade of healing after 1890 and continues to do so today. For one thing, medicine in this earlier age was eclectic, so that competitive systems loudly proclaimed their respective superiority. Dr. Thomas Low Nichols, who fled the United States in 1861, described as well as anyone the condition of the profession:

There are allopaths of every class in allopathy; homœopaths of high and low dilutions; hydropaths mild and heroic; chrono-thermalists, Thomsonians, Mesmerists, herbalists, Indian doctors, clairvoyants, spiritualists with healing gifts, and I know not what besides. . . . Every one may do what is right in his own eyes. As each of the thirty-seven sovereign and independent States has power to charter as many medical colleges as its legislature may consider necessary, every school or sect in medicine may have its colleges, professors, and diplomas.²

I emphasize the differences among medical systems because both archivists and historians must realize that the usefulness of a source depends upon an awareness of the school of practice it represents. Indeed, not all gentlemen who wrote diaries or letters or documents and who placed the magical "M. D." after their names were doctors of medicine at all. Before basic science laws were passed and State qualifying examinations were required, almost any man who wished could take the title of doctor of medicine, hang out a shingle, and treat patients. Not only did these knights of the lancet prescribe, but they also compounded their peculiaristic drugs, pills, ointments, and salves.³ And such a materia medica need meet no standard such as that later determined by the Pure Food and Drug Act, nor need it subscribe to criteria set by the United States Pharmacopoeia.⁴ Thus

² Thomas L. Nichols, *Forty Years of American Life, 1821-1861*, p. 226 (New York, 1937); see also Madge E. Pickard and R. C. Buley, *The Midwest Pioneer; his Ills, Cures, and Doctors* (Crawfordsville, Ind., 1945).

³ Philip D. Jordan and Robert Rosenthal, "Rare Prescription Book of Frontier Minnesota," in *Journal of the History of Medicine and Allied Sciences*, 12:258-263 (Apr. 1957).

⁴ Medical Societies and Colleges, *The Pharmacopœia of the United States of America* (Boston, 1820). This, however, merely listed and did not set standards. See also A. C. Wooton, *Chronicles of Pharmacy* (2 vols.; London, 1910); Frederick J. Wulling, *Pharmacy Forward* (La Crosse, Wis., 1948); Philip D. Jordan, "Purveyors to the Profession," in *Ohio State Archæological and Historical Quarterly*, 54:371-380 (Oct.-Dec. 1945).

the archivist must also consider pharmacology as playing an important role in the life of the physician in the horse-and-buggy days of yesteryear.⁵ Doctors and drugs cannot be separated, and this was recognized not only in the United States but also in Mexico and Canada.⁶ Therefore, to evaluate medical manuscripts, it is necessary to know something of pharmacy.

Plague is no respecter of political boundaries.⁷ This was as true in sixteenth-century England as on the American frontier 300 years later. The carefully preserved reports of individual physicians and Army surgeons are the best possible guides to an understanding of great epidemics that could — and did — halt migration as effectively as a towering mountain range or the guns of a hostile army.⁸ Remember that the fearful milksick uprooted western communities and was the disease that killed Nancy Hanks Lincoln.⁹ No student of the American frontier can afford to overlook Dr. Daniel Drake's monumental *A Systematic Treatise, Historical, Etiological and Practical, on the Principal Diseases of the Interior Valley of North America, as They Appear in the Caucasian, African, Indian, and Esquimaux Varieties of Its Population*. The first volume was published in 1850 and the second four years later. No medical manuscript found today will add anything to this work. Indeed, I doubt if the letters of any physician of the nineteenth century will today contribute much, except trivia, to the history of the period.

Drake's volumes contain more than descriptions of diseases and methods of treatment; in reality, they are social history. They are social history because, as the result of direct observation — the empirical method — throughout the western country, Drake writes of pioneer clothing, of the American diet, of different types of architecture, of the national character. This brings to focus a primary point I wish to make: medical records, personal papers, books by surgeons

⁵ Arthur E. Hertzler, *The Horse and Buggy Doctor* (New York, 1938), and his *The Doctor and His Patients* (New York, 1940); Lewis J. Moorman, *Pioneer Doctor* (Norman, Okla., 1951); Philip D. Jordan and Paul M. Davis, "The Ohio Frontier Doctor — a Portrait," in *Ohio State Medical Journal*, 37:49-52 (Jan. 1941).

⁶ Charles Cullen, ed., *History of Mexico*, 1:426-431 (London, 1807); H. P. Biggar, ed., *Voyages of Jacques Cartier*, p. 212-215 (Ottawa, 1924).

⁷ Charles E. Mullett, "The Bubonic Plague in England; a Problem in Public Health," in *Bulletin of the History of Medicine*, 20:299-309 (July 1946), and his "Some Neglected Aspects of Plague Medicine in Sixteenth Century England," in *Scientific Monthly*, 44:325-337 (Apr. 1937).

⁸ See, for example, J. S. Chambers, *The Conquest of Cholera* (New York, 1938); also, Richard H. Coolidge, comp., *Statistical Report on the Sickness and Mortality in the Army of the United States, Compiled From the Records of the Surgeon General's Office, January, 1839 to January, 1855* (34th Cong., 1 sess., S. Ex. Doc. 96).

⁹ Philip D. Jordan, "Milksickness in Kentucky and the Western Country," in *Filson Club History Quarterly*, 19:29-40 (Jan. 1945), and his "The Death of Nancy Hanks Lincoln," in *Indiana Magazine of History*, 40:103-110 (June 1944).

do not always pertain exclusively to practice and are not of interest only to members of the profession. Here we make a distinction between medical history and the history of medicine. The archivist who believes that a collection pertaining to the history of medicine will be used by practitioners is greatly mistaken. It is probably safe to say that today more nonphysicians utilize sources in the history of medicine than do men of science. The physician generally concerns himself with medical history.

What laymen need material in the history of medicine and avidly seek it? The historical novelist, who seeks to learn how gunshot wounds were treated, needs it. The political scientist, writing a history of municipal functions, needs it. The professor of home economics, preparing a study of the national diet, needs it. The student of veterinary science, studying the relationships between diseases of animals and of men, needs it. The sociologist, concerned with the socioeconomic condition of the American Indian, needs it. The social historian demands it. It is an imperative for the military historian, for disease has played a decisive role in the winning or losing of battles. The biographer must have it, for his hero was subject to the frailness of the human body. The social worker cannot do without it, for he knows only too well the relationship of poverty and maladjustment to health and disease. No historian can pen the history of a remote frontier post without reference to the work of the surgeon stationed there. The economist goes to medical sources to determine the effect of pandemics and plagues upon transportation. The writer of religious history, investigating the home missionary movement, finds time and again mention of the part played by climate and disease in the formation or destruction of a congregation.

Who can tell adequately the story of the immigrant without relying upon sources that reveal, for example, the health conditions not only on human cargo ships but also in the tenements at ports where strangers took up their residence? The investigator cannot even produce a history of traffic on America's inland waterways without coming into contact with the United States Marine Hospital Service. The engineering student seeks to find information concerning the history of sanitation and of water supply. Only a few weeks ago an association of butchers and meat packers requested information concerning the history of legislation that established standards for shops and plants. A history of lumbering and of railroading is not complete unless attention is given health conditions in camps. And a score of researchers, devoted to histories of cities, learn that they must not overlook aspects of the history of medicine. Bessie L.

Pierce, for example, did not overlook health, hospitals, and medicine in her narrative of Chicago.¹⁰ And, more recently, Richard C. Wade exploited the theme in his discussion of the rise of western cities.¹¹

The plain truth is that, within the past 35 years, a tremendous interest in the history of medicine has been developing among an astonishingly large number of groups and individuals. This is true not only in the United States but also abroad. I receive requests for reprints from Russia to India. In this country the interest is manifested by the publication of histories of schools of medicine, of histories of medicine in the several States, of histories of nursing, of a history of the American Red Cross.¹² The story of the United States Army Medical Department appeared in 1929.¹³ A biography of the Doctors Mayo was published, as were two volumes of the letters of Benjamin Rush.¹⁴ Scholars have produced pioneering works on the development of modern medicine and on the history of medical education in the United States before the Civil War.¹⁵ A history of public health in Minnesota, sponsored by a grant from the Mayo Properties Foundation and published in 1953, was the first full-length account for any of the States.¹⁶ A new field was opened in 1958 with a history of industrial medicine in western Pennsylvania.¹⁷

Such illustrations only sample what is occurring in the field. It would be impossible, of course, even to begin to inventory the periodical literature — articles appearing in the *Annals of Medical History*, *Bulletin of the History of Medicine*, *American Historical Review*, *Mississippi Valley Historical Review*, *Journal of Southern History*, *Military Affairs* — *Journal of the American Military In-*

¹⁰ Bessie L. Pierce, *History of Chicago*, vol. 2, *passim* (New York, 1940); Thomas N. Bonner, *Medicine in Chicago, 1850-1950* (Madison, 1957).

¹¹ Richard C. Wade, *The Urban Frontier; the Rise of Western Cities* (Cambridge, 1959).

¹² The following are type examples: Frederick C. Waite, *Western Reserve University Centennial History of the School of Medicine* (Cleveland, 1946); Lucius H. Zeuch, *History of Medical Practice in Illinois* (Chicago, 1927); James H. and Mary Jane Rodabaugh, *Nursing in Ohio* (Columbus, 1957); Foster R. Dulles, *The American Red Cross* (New York, 1950). A distinguished recent contribution is John Duffy, ed., *The Rudolph Matas History of Medicine in Louisiana* (Baton Rouge, 1958).

¹³ P. M. Ashburn, *History of the Medical Department of the United States Army* (New York, 1929).

¹⁴ Helen B. Clapesatt, *The Doctors Mayo* (Minneapolis, 1941); Lyman H. Butterfield, ed., *Letters of Benjamin Rush* (2 vols.; Princeton, 1951).

¹⁵ Richard H. Shryock, *Development of Modern Medicine* (Philadelphia, 1936); William F. Norwood, *Medical Education in the United States Before the Civil War* (Philadelphia, 1944).

¹⁶ Philip D. Jordan, *The People's Health; a History of Public Health in Minnesota to 1948* (St. Paul, 1953).

¹⁷ T. Lyle Hazlett and William W. Hummel, *Industrial Medicine in Western Pennsylvania, 1850-1950* (Pittsburgh, 1957).

stitute, and the quarterlies of State and private historical societies. One exception, however, must be made and tribute paid to the long-sustained interest in the history of medicine demonstrated by the Ohio Historical Society. It would not be feasible here, of course, to list the many bibliographical and research aids for the history of medicine, but some years ago I did publish such an essay.¹⁸

The collecting of medical sources and personal papers is still an imperative if the historian is to have an adequate deposit on which to draw. We need the papers of nurses, dentists, researchers, and technicians, but I seriously question that the personal papers of contemporary physicians will give us what we need. Today's doctor is not much given to keeping a diary or to writing personal letters. If he expresses himself on a medical subject, he probably does so in a professional publication. If he keeps a journal or writes letters of a nonprofessional character, these should be evaluated like any other diary or collection of letters. There are of course exceptions, but I feel that they are few indeed.

This does not mean, however, that we have exhausted the innumerable facets of the sickness and health of Americans even for the period from colonial days to the close of the nineteenth century. A hundred studies should be done on the scientific interests of the States; we desperately need biographies of editors of medical journals and histories of their magazines; a void in general social history would be filled if someone would write a history of the rise and development of hospitals in the United States; there is room for specific studies of the rise of specialized disciplines and institutions. The history of nursing has been largely neglected, although a model volume was done for Ohio. We still need individual histories of the great killers of early days — smallpox, diphtheria, tuberculosis. We need a history of vice and prostitution and the control of venereal disease. One of these days an energetic graduate student is going to write the story of the United States Marine Hospital Service. I am glad to announce that this project already is under way.

I mention all this because I wish to underscore the necessity for libraries to collect and preserve medical sources of the earlier period. This era is not wrung dry by any means; it continues to offer almost limitless opportunities to add to the scientific and social narrative of the United States. I mention this because I wish to point out that personal papers of physicians are not all-important as sources.

¹⁸ Philip D. Jordan, "Some Bibliographical and Research Aids to American Medical History," in *Ohio State Archaeological and Historical Quarterly*, 50:305-325 (Oct.-Dec. 1941).

Let me now turn to a discussion of the possibilities of adding to archives recent and contemporary medical records and papers. Up to about the time of World War I the practice of medicine was largely an individual affair. Of course, there were the national organizations, such as the American Medical Association, and there were the State societies. The States themselves were operating departments of public health. Nevertheless, the practice of medicine was centered in the individual who carried the black bag. The bloodless revolution, coming during the administrations of Franklin D. Roosevelt, altered the traditional pattern. Social security, old-age pensions, prenatal care, hospital construction acts, Federal aid to public health, and an increasing trend toward the practice of group medicine — all these and more altered the picture dramatically and radically.

It would be a wonderfully helpful contribution if archivists would begin to bring together in systematic fashion sources which would provide the raw materials for the investigation of Federal and State policies for education, health, and social services. Mrs. Franklin D. Roosevelt put the problem crisply when she spoke of the "social responsibility for individual welfare."¹⁹ Here is a challenge today for both archivists and historians. This is the story that, when properly documented, will show, for example, the relationships of milk and food sanitation to social change.²⁰ (I hesitate to use the word "progress.") This is the story that, based upon collected sources, will reveal a narrative not yet completely recited — the fight for fluoridation.²¹ This is the astonishing tale of the Salk vaccine. This, in short, is a portion of the history of modern America. It is an appraisal of health insurance, medical costs, specialization. As one shrewd commentator has written,

Medical care for today and tomorrow has become an issue in all modern nations, a personal issue to millions of people. It has become a public issue to many organized groups — professions, unions, farmers, industries, governments. A hundred years ago, it was almost entirely a personal problem. . . . Today the sciences and arts of medicine can contribute so greatly to human well-being that millions who understand only a little of these achievements and potentialities wish to obtain them as personal benefits.²²

The history of such an achieving must one day be written. It will,

¹⁹ James E. Russell, *National Policies for Education, Health and Social Services* (New York, 1955). See also Jonathan Forman, *The Place of Medicine in the America of the Future*, reprinted from *Cincinnati Journal of Medicine*, 24:253 (1943).

²⁰ H. S. Adams, *Milk and Food Sanitation Practices* (New York, 1947).

²¹ Donald R. McNeil, *The Fight for Fluoridation* (New York, 1957).

²² Michael M. Davis, *Medical Care for Tomorrow* (New York, 1955).

I fear, be a rough-and-ready yarn, for there is as much dissension and dispute between rival and competitive programs now as there was a century ago, when it was not uncommon for an allopath to cane a hydropath. As a case in point, I quote from the inaugural address of the president of a State medical society. The words are gentle enough, but the determination seems clear:

We have, and we will continue to have, many problems to ponder and to attempt to solve. Always foremost among these is the control of our profession, and the policing of our own ranks; protection of the public from the ministrations of quacks and irregulars; watching that cooperatives, governmental boards, and private organizations do not work to the detriment of that which we, and those before us, have worked so hard to build; and survey of programs constructed and construed to cloud the issues.²³

Perhaps I may mention briefly some materials that, I suggest, the archivist attempt to gather and evaluate: materials on medical legislation, medical economics, mental health, school health, Indian affairs, vocational rehabilitation, maternal and child welfare, the aged, public health, industrial health, crippled children, nursing and nursing education, cooperative medicine, sanitation, hospitals and hospitalization, the exceptional child, health education, local and state medical groups, group practice, and individual physicians and surgeons.

Always it must be remembered that the health of the public is an integral portion of social development and it is interrelated with other social changes in the community.²⁴ The archivist who adds these sources to his collections is automatically providing riches not only in the field of the history of medicine but also in the general area of social history. There is little need to bolster this assertion with excessive documentation. It is sufficient to point out that when Oscar R. Ewing, Federal Security Administrator, submitted his report on the nation's health to President Truman in 1948, the recommendations in the study were the result of the thinking of more than 800 professional and community consultants. Among these were representatives of such organizations as the Federal Council of the Churches of Christ in America, the National Association of Manufacturers, the American Federation of Labor, and the Chamber of Commerce of the United States of America. And if anyone thinks that medicine today is the sole concern of the physician and his medical society, all he needs to do is to glance casually at testimony given at regional public hearings on health. This testimony, forming a

²³ *Journal Lancet*, 79:430 (Sept. 1959).

²⁴ Wilson G. Smillie, *Public Health; its Promise for the Future*, p. 5 (New York, 1955).

portion of a five-volume report prepared by the President's Commission on the Health Needs of the Nation, was presented not only by physicians, dentists, nurses, and deans of medical schools but also by labor leaders, ministers, farmers, housewives, home demonstration agents, and just plain citizens.²⁵

What I am saying is this: both the archivist and the historian must comprehend that the source tools for putting together contemporary histories of medicine are more numerous, more elaborate, and of a different type than those used for the same purpose only a handful of years ago. The personal papers of physicians have shrunk in importance. Today the scholar in the history of medicine utilizes not only the purely medical and scientific monographs but also leans heavily upon a vast collateral, semisocial, semiscientific literature.

I can almost hear already overworked archivists and librarians groan, for shelves are crowded and workers are too few. The problems of the control of manuscripts and of documentation increase, it seems, with each working day.²⁶ And it is worth while speculating on whether the general archives of a library or even the archives of a State historical society should attempt to develop and maintain sources in the history of medicine. It may be — I do not say it *should* be — that sources for the study of the history of medicine will be pooled in special libraries devoted to the history of medicine.

Such institutions, of course, already exist. One need only mention, for example, the Army Medical Library, the Library of the New York Academy of Medicine, the Library of the College of Physicians of Philadelphia, the Boston Medical Library, and the Cleveland Medical Library. Add to these the State Archives and the several libraries operated by State medical societies, and you have both national and regional depositories. It might be beneficial if smaller and less specialized institutions would transfer their holdings to larger collections. I am convinced that generally the history of medicine and medical history can best be written in the special research library.²⁷

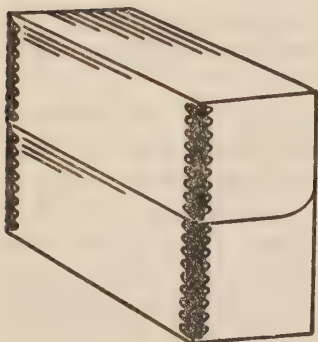
Thank heaven, it is not my obligation today to furnish a detailed blueprint of this idea. I was charged only with emphasizing the importance of collecting, evaluating, and using medical sources.

²⁵ President's Commission on the Health Needs of the Nation, *Building America's Health; a Report to the President* [Truman], vol. 5, *passim* (Washington, D. C., [1953]).

²⁶ Francis L. Berkeley, Jr., "History and Problems of the Control of Manuscripts in the United States," in American Philosophical Society, *Proceedings*, 98:171-178 (June 15, 1954).

²⁷ For a discussion of various types of library service, see Jesse H. Shera and Margaret E. Egan, eds., *Bibliographic Organization*, p. 239-249 (Chicago, 1951).

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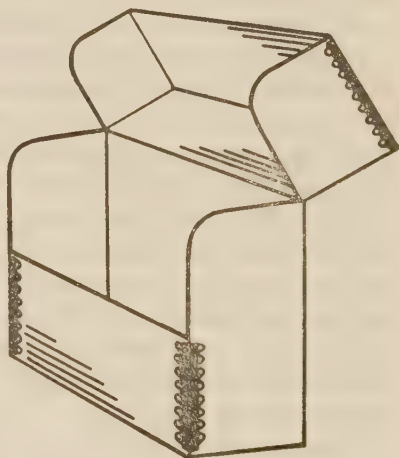
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Standards for Federal Records Center Buildings

By EVERETT O. ALLDREDGE *

*Office of Records Management
National Archives and Records Service*

STANDARDS that have been developed by the National Archives and Records Service for Federal Records Center buildings operated by the General Services Administration reflect a merging of the need for economy, the need for protection of records, and the need for frequent reference to the records. A records center, by GSA definition, is maintained for the storage, security, processing, and servicing of records that must be preserved for varying periods of time yet need not be retained in office space and office-type equipment. These considerations are fundamental:

1. The records center differs from the conventional archival establishment in that the bulk of its holdings are of temporary value. It needs no document repair or preservation equipment and space because these facilities are available at the National Archives. Its records are used primarily for administrative purposes by the offices that deposit the records in the center. Since most requests are made by telephone or in writing the search room can be small. On the other hand, the references to the records are usually more numerous and more repetitive and recurrent than those in an archival establishment. This has some effect on the amount and type of office space needed.

2. Since the public does not have access to many of the records in a records center, educational exhibits for the general public are not emphasized. This cuts down the need for exhibit equipment and a records display area.

3. One of the important reasons for a center-type operation is that it keeps and services records more economically than they could be kept or serviced in the offices where they were created. This economy is due to many factors involved in a center-type operation, but one of the significant factors is the characteristics of the buildings used for this purpose. *Without* the right kind of building much of the economy of operation is lost. *With* the right kind of building economies are possible because a center-type building can be built or rented more cheaply than an office building, records can be stored on as many

* Adaptation by the author of his remarks at Philadelphia, Oct. 7, 1959, as a panel member of the session of the Society of American Archivists concerned with current trends and developments in archives buildings. Victor Gondos, Jr., was chairman at that session. Dr. Alldredge was appointed Assistant Archivist of the United States, Office of Records Management, on Jan. 24, 1960. He is a Fellow of the Society of American Archivists.

as 14 tiers of shelving, and inexpensive cardboard containers can be used instead of expensive space-consuming equipment.

4. Although economy is an important aspect of the center concept, it is not the only consideration. Safety and security of records are also of paramount importance.

The standards for the construction of Federal records centers, as recently revised, are as follows:

1. The site of a center building should be uniformly level, of sufficient size to contain paved parking and vehicle maneuvering space, and near a main arterial highway for ease of transportation by truck.

2. Preferably the center should be the sole occupant of the building. If the same structure houses other storage or industrial operations, the fire hazard is immediately increased; in addition, the proper guarding of the records becomes more difficult. If a separate building is not feasible, at least the areas of a building used for storing records should be separated from other parts of the building by firewalls and other protective installations.

3. The center should be of permanent-type construction and preferably of one story. It should be utilitarian in its architecture and functional in all respects. Reinforced concrete with brick facing lends itself especially well to such design. Multiple-story buildings can be used, but additional costs are incurred by the need to install and operate elevators and by the time lost by personnel while waiting for elevators or when elevators are inoperative.

4. The building should be of fire-resistant construction, with all structural members having a minimum fire-resistance rating sufficient to withstand the four-hour fire-severity test established by the United States National Bureau of Standards for Type I fireproof construction.

5. Records are heavy, and proper utilization of space requires floors that will withstand substantial weight. A uniformly distributed live floor load of 300 pounds per square foot is necessary for center-type storage.

6. Maximum areas between firewalls and exterior walls on a single floor should not exceed approximately 40,000 square feet. The structure should be equipped with standard automatic sprinkler systems, with approved water-flow alarms connected to a central station. If there are no sprinklers, fire-detection and other firefighting equipment is necessary.

7. Columns supporting the roof or upper floors should be spaced 22' 5" or 45' 0" center-to-center to permit maximum utilization of center-type equipment and avoid the need for expensive roof trussing.

8. Ceiling height throughout the records storage area should provide at least 15 feet of stacking height, allowing a clearance of 18 inches from the sprinkler heads. This permits the storing of records on equipment 14 shelves high.

9. Illumination must be adequate in all areas. Minimum standards for illumination at 3 feet above floor level are:

<i>Location</i>	<i>Type</i>	<i>Foot-Candles</i>
Main aisles	Fluorescent (direct)	25
Office space	Fluorescent (semidirect)	30
Cross aisles	Incandescent (direct)	10

10. Loading docks should be available, similar to those in any first-class warehouse, with space for two trucks to load or unload at any one time. The dock area should be inside space, including the motor truck wells with automatic self-leveling loading dock plates.

11. Provisions should be made for a four-hour fire-resistant vault for storage of security-classified and permanent records. This one storage area should be equipped with temperature and humidity controls.

12. Only the office space should be fully air-conditioned and divided into private offices, with the entrance vestibule large enough to provide for appropriate built-in exhibit cases. Records storage areas should be ventilated by a fresh-air forced ventilation system.

"To Renovate Old MSS."

Richard N. Wright, President of the Onandaga Historical Association, wonders whether our readers "might not enjoy this 115-year old note on conservation," which he quotes from Horace Greeley's *New York Tribune* of March 7, 1844, "particularly if . . . accompanied by comments of an expert as to the probable results of the suggested treatment."

TO RENOVATE OLD MSS. — Wash them lightly with a solution of ferro-cyanide of potash in clean water.

Our expert comments are provided by James L. Gear, chief of the Documents Restoration Branch, Central Services Division, National Archives:

Early chemical methods for restoration of faded inks were based on the fact that some of the iron in the original still remained in the paper. The oldest method is that of sponging the writing with a liquid extract of galls in which the tannin in the extract combined with iron in the writing. This method was described by Pietus Maria Canneparius in 1660 in his book on inks, *De atramentis cujus cunque generis*.

The method described in the March 7, 1844, issue of the *New York Tribune* was first suggested by Blagden in 1787. It consisted of first washing the paper with a dilute solution of potassium ferrocyanide and hydrochloric acid. This resulted in a color change from brown to Prussian blue.

One of the disadvantages of these methods is that there may be iron in the paper other than that found in the writing. It may not be visible, but treatment of the paper would bring about a color change in the paper as well as in the writing.

Archival Enemies

The term "Archival Enemies" . . . is so broad as to permit the discussion of practically any subject from the Marshall Plan to the deleterious effects of Scotch Tape on old manuscripts.

— Arthur E. Kimberly, "Insect and Bacterial Enemies of Archives," in *American Archivist*, 11:246 (July 1948).

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Legal Materials as Sources of History

By SEYMOUR V. CONNOR *

Texas Technological College

ONCE upon a time, in the hot and thorny desert of southern Texas, a *bandido* called Gregorio Cortez terrorized the countryside with his "fast gun" and his keen eye for horses — other people's horses, of course. At the end of what was perhaps Texas' greatest manhunt, by posses from half a dozen counties, Cortez was betrayed by one of his own countrymen and was arrested on the point of escaping across the Rio Grande.

There followed a long-drawn-out trial, which welled up through Texas tribunals on appeals to the State's highest criminal court. Convicted at every hearing of murder in the first degree, Cortez was finally given life imprisonment in the State penitentiary. A dozen years later the Governor's parole board was presented with a mass of testimonial letters and documents that seemed to prove Cortez quite innocent of any wrongdoing at all, especially of the particular murder for which he had been convicted. So the Governor freed him from the calaboose with an official pardon, and the former gunman became the hero of a racial minority — a veritable Robin Hood of the Rio Grande. In the dusty shade of mesquite trees, in the peculiar noisy-quiet of the *cantinas*, in the tales of the *paisanos* from Brownsville to Eagle Pass, the legend of Gregorio Cortez grew. Folk-singers developed an enchanting *corrido* — "Con su pistola en la mano," — many stanzas long and with many variants, in which Cortez robbed the rich Anglos to give to the poor Mejicanos and, singlehanded, braved the terrible vengeance of the villainous Texas Rangers.

There is a basic conflict in this episode, a conflict with many interesting ramifications. Was Cortez the foul murderer of honest men, or was he the splendid hero of a downtrodden people? Where could a determined historian turn to try to resolve this conflict objectively? Ballads, folk tales, reminiscences, and contemporary newspaper accounts must all be discounted for bias. Where could one seek the

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truth in this very tangled mass? If the "truth" can be found at all, it must emerge from a careful analysis of the records of the trials and retrials of the case — the sworn testimony, the exhibits, and the depositions of witnesses on oath and under cross-examination. And that is the subject of this paper, the purpose of which is to describe the various kinds of legal materials, to indicate how they may be used for historical research, and to suggest some of the problems that archivists and historians may encounter in handling them.

The term legal materials might include almost anything from official court records to a properly canceled postage stamp, but this paper is restricted to a discussion of records that were created by or involved in litigation of any kind; in other words, to the papers of courts and lawyers.

The Nation's court system consists principally of two separate networks — one maintained by each of the States and the other by the Federal Government. The Federal network includes district courts, one or more in each State, courts of appeal, and the Supreme Court. The Federal Government also operates quasijudicial courts in some of its agencies and military courts in the armed forces. The courts-martial handle violations of military regulations; agency courts handle specialized cases over which Congress has given them authority; and district courts handle violations of Federal statutes. The Federal courts of appeal try cases on appeal from district courts and some of the agency courts. The Supreme Court handles matters involving the Constitution, but a Philadelphia lawyer — if he wants one — can find a constitutional question in a surprisingly large and unrelated variety of cases.

The court systems of the States are of course different in each State, but each generally includes courts of the following functions: a supreme court, a court of civil appeals, a court of criminal appeals, district courts with original jurisdiction over some litigation and appellate jurisdiction over other cases, and lower courts, usually called county courts. The machinery for appeal from justice of the peace and municipal courts, as well as the original jurisdiction of these courts, varies widely from State to State, but the essential elements are the same. In most of the States there is also at some local level, usually in the county government, an administrative court, which is not a court of justice. The records of the administrative courts include such things as probates, testamentaries, and papers relating to school board affairs, library affairs, roads and highways, parks, politics, and dogcatchers. These records are of great impor-

tance to the operation of government and to the local historian but are not the legal materials with which this paper is concerned, since they are not records of litigation.

When a lawsuit is brought to trial in any of the regular State or Federal courts, many records are created. For purposes of discussion, these may be classified roughly in groups as follows: the personal files of the individual attorneys, depositions, briefs, exhibits, trial proceedings, reports, and the case files themselves.

The first records created in any lawsuit are those made by the attorneys involved, and the private files of important lawyers often contain valuable historical data. Usually they include extensive correspondence with the lawyer's clients and with prominent people of the area. In addition, many lawyers make written memoranda of conferences and telephone calls — those elusive missing links in the compilation of any twentieth-century history. Further, when preparing for a case, most lawyers collect for background purposes a good deal more material than they use in the trial. Quite often much difficult research, on which copious notes are kept, goes into the preparation of a case. Of great value to the historian are a lawyer's files of correspondence with clients whom he serves under a retainer, year in and year out. An example of the usefulness of such files can be found in the history of the Peters Colony, which was responsible for the original settlement of the Dallas-Fort Worth area in Texas. The records of the colonizing company in Louisville, Kentucky, were destroyed. An extensive file of letters and documents, however, had been kept by the company's Texas attorney; and his papers, fortunately, were deposited some years after his death in the archives of the University of Texas. Without these papers the role of the colonizers could not have been assessed.

The briefs that attorneys prepare for trial should be discussed separately from their personal papers. Because of the nature of some litigation, these briefs become semiofficial documents. Some of the time, out of courtesy and in the best interests of their clients, and in other cases because they are required to do so, lawyers submit copies of their briefs for the trial to the judges of the court and to the opposing attorneys. Such briefs are required in the Supreme Court, in all Federal circuit courts, and in many of the State superior courts, for which they are customarily printed. Some briefs are little masterpieces of history, since it is often necessary for the attorney to delve deep in the background of specific situations. This is particularly true of land litigation. When the ownership of expensive property is involved, attorneys go into careful detail on all matters that may in any way be linked to the title of the land.

An outstanding example of some of the most extensive historical research of the present day can be found in the preparation of briefs in the numerous Indian land cases being heard by the Indian Claims Commission. These cases, some 400 in number, result from an authorization by Congress in 1946 permitting the Indian tribes of the United States to sue the Government for compensation for land (and other property) allegedly taken from the tribes illegally during the expansion of settlement in the nineteenth century. A few of the claims have already been heard by the Commission and decided in favor of the plaintiff Indians. All are appealable to the U. S. Court of Claims, and in a test case this court has upheld the Commission's decision. These claims are no small matter; they involve almost 70 percent of the land area of the United States, including such cities as Chicago, Denver, Birmingham, Indianapolis, and even New York. Recently the Indian tribes of California, in a joint plea, were awarded compensation of an estimated 80 to 90 million dollars from established claims to over 70 percent of the land of that State, based on values at the time the tribes were deprived. The implications of these hearings are fantastic, and (fortunately) are not pertinent to the scope of this paper. What is applicable is the fact that a tremendous amount of historical research is being done by the plaintiffs and by the Federal Department of Justice in preparation for the hearings. When the Government's case is prepared, copies of the brief and all supporting documents are filed with the Commission and with the Indians' attorneys before the hearing. For most of these cases one or more professional historians have been employed by the Government to aid in research, and many of the historians are writing thoroughly documented histories of the Indian tribes involved as a part of the supporting evidence. When these briefs are filed they will become public records and doubtless will serve as one of the best sources of information on frontier and Indian history.

Depositions are equally valuable as historical sources. These written statements are made under oath and may include cross-examinations. The original copies of depositions are submitted to the court and ultimately filed with the records of the case. Since most attorneys keep copies in their files, depositions, like briefs, may be encountered in lawyers' papers as well as in court records. While a brief is somewhat analogous to a narrative history, a deposition is comparable to the sources from which a history is compiled. It gives one person's sworn testimony about an event, a piece of evidence, or some other issue in a case.

Depositions formed the core of what was probably the most interesting lawsuit ever tried in this country over a piece of historical writing. This was the famous libel suit against J. Evetts Haley and the Capitol Syndicate Company in 1932. Every producing historian (indeed, every author of nonfiction) should know something of the details of this case. The Capitol Syndicate Company, which owned the 3,000,000-acre X. I. T. Ranch in Texas during the 80's and 90's, was a Chicago concern backed in part by British capital. In his history of the ranch J. Evetts Haley traced its problem with cattle thieves. Among others, he named members of a prominent and respected family as leaders of a gang of rustlers, some of whom had been shot down in New Mexico. The family, which had always claimed that its kinsmen had been murdered by hired killers of the foreign syndicate, promptly filed several libel suits against Haley and the Capitol Syndicate, asking approximately \$1,500,000 in damages. Both sides then set about to collect evidence; but, as the alleged rustling had taken place more than 30 years earlier, positive proof on either side was elusive. Teams of lawyers collected several hundred depositions from cattlemen all over the Southwest who had even the slightest knowledge of this range war. Former X. I. T. cowboys, friends of the plaintiffs, hands on adjacent ranches, cattle buyers, known rustlers, an outlaw in exile in Old Mexico, and others serving terms in State penitentiaries — all were interviewed, and their sworn statements were made a part of the case. More than two years in preparation, at an estimated cost to both sides of \$150,000, this case presents a remarkable example of the use of depositions as historical documents.

Somewhat similar to depositions in a lawsuit are documentary exhibits. When a case involves written evidence instead of (or as well as) oral testimony, attorneys submit the needed document to the court as an exhibit, and it is made a part of the case files. Should the attorneys have difficulty in getting the document needed or a certified copy of it, the court may issue a subpoena requiring the owner or custodian of the item in question to appear with it in court. Hundreds of lawsuits every day in this country involve pieces of documentary evidence as exhibits, ranging from registration cards at hotels and tourist courts to instruments from official depositories. In a great many instances certified copies of the document in question are acceptable to the court in lieu of the original. All archivists who have served in any official capacity for State or Federal governments have had experience in certifying copies of material in their custody for use by courts or by any citizen who may request them. Most

States have laws establishing this practice and providing an official seal for the certifying archivist.

Of less importance from the historian's point of view, although certainly not in a lawyer's eyes, are the proceedings of the trial itself. In all but the most limited courts a verbatim record of the trial is made by unusually capable stenographers known as court reporters. The court reporter occupies a unique position. He is an official of the court, employed by the court to record the proceedings, but he is authorized to sell transcriptions of his notes to attorneys (or others) who may desire them. Normally the notes are not transcribed unless an attorney buys a copy of the proceedings; but, since the transcriptions are expensive, they are rarely ordered unless needed. An almost standard necessity for the transcription exists when a case is to be appealed. Consequently, if a historian would make use of the verbatim proceedings of a particular case, he should search in the records of an appellate court. Except for satisfying a specific interest in the trial itself or the verbal testimony at the trial, the records of the proceedings are of much less historical value than the other legal materials mentioned.

Published abstracts are available of cases tried in superior and appellate courts in which written decisions or opinions are made. These printed *Reports* are well indexed and are so often used as historical sources that no further description is necessary here. Occasionally, however, a researcher may wish to probe deeper into the case, perhaps to examine the depositions or the exhibits. He must then turn to the case file itself.

Every court has its archives, in the custody of the clerk of that court. The records of any given case are filed as a unit, usually under a docket or case number, but the clerk customarily maintains an excellent index and cross-index to the cases. Each case has a title, or a "style," by which it is known and cataloged. The excellence of the system of finding aids used by the average court clerk should be commended; its efficiency would put many archival institutions to shame. The case file contains all the instruments relating to the case, including the exhibits, original copies of depositions, written briefs (if these were submitted), and a record of the findings and disposition of the case. Here the researcher will find all the legal materials discussed in this paper except the private files of attorneys.

The historical uses of these materials vary from the obvious to the devious and depend largely on the ingenuity of the researcher and the problem he is trying to resolve. Perhaps the most obvious use is in the writing of constitutional and legal histories of the Fed-

eral or State governments. An equally obvious use would be made by any historian who might be so foolhardy as to attempt to write a history of jurisprudence in his State. Such materials are vital to the preparation of political histories. If one wishes to write the history of any unit of government, from county to Federal, on a political basis, as most histories have been written, it is not enough to research the records of the executive office and the statutes, laws, or ordinances passed by the legislative body. For in the decisions of the courts often lie the ultimate meaning, and sometimes the original cause, of the actions of the other two major branches of government. How could one begin to interpret American history without such old standbys as *Trevitt v. Weedon*, *Marbury v. Madison*, *Fletcher v. Peck*, *Texas v. White*, and so on?

Legal materials are of course important to any form of biographical history, but the extent of their usefulness depends logically on the subject of the biography. Court records are more significant sources for books about criminals or lawyers than they are for books about preachers or doctors. The number of parking tickets the subject has paid is not particularly important, but the number of murder raps he has taken may be vital to the biography. In this regard, perhaps the popular American pastime of ancestor-hunting should be mentioned. Genealogists often can find much of their needed data in court files.

Another interesting use of legal materials is in the preparation of what might best be called "topical" history, which, incidentally, is an almost untapped field for creative research. The historical profession has largely neglected to use these sources to anything like the extent possible, and it is in this area that much depends on the imagination and inventiveness of the researcher. It is relatively common for a historian to follow the stereotyped patterns that have been developed in historical writing, using the traditional source materials. But it is rare indeed to develop a new pattern out of a different kind of source material. *The Great Plains*, by Walter Prescott Webb, recent president of the American Historical Association, was such an innovation — a new idea based on materials no one had ever thought of using.

Legal materials can provide historians who may have fresh ideas with sources that few have utilized. For instance, more important to Texas than cattle or cotton is the State's oil industry; but it was a lawyer, not a historian, who saw the need for a history of the ownership rights of subsurface mineral properties. He wrote a fascinating book on this topic, *El Sal del Rey*, which traced mineral rights from

the early salt wars to the recent oil booms. Thus a fresh idea and unused sources resulted in a worthwhile contribution to Texas history. In such topical histories may lie the real value of "legal materials as sources of history," and a real opportunity for some historians.

For the archivist the problems associated with legal materials are twofold — those connected with official court records and those connected with the private papers of lawyers.

Lawyers' papers present several problems. First, assuming that he is given custody of a lawyer's files, should the archivist keep the collection intact or employ sampling and microfilming techniques? Second, how should the collection be handled for inventory and catalog purposes? It is a heterogeneous manuscript group involving numerous people and events. Should cross-entries of one kind or another be made in the archivist's catalog to *each* of the individuals? to each case? to the major cases? Or should a simple catalog entry be made only under the lawyer's name? Third, should the archivist preserve the arrangement of the lawyer's papers as they were in the lawyer's office, with proper archival respect for origins — or should he give the files a little professional help by organizing them in a more useful fashion? What if a collection is presented to the institution many years after the lawyer's death and is obviously not in its original arrangement when the archivist gets it? All these are, of course, questions that archivists face daily, in varying degree, with any private collection of papers, but because a lawyer's files are (or were) professional working files, the decisions are perhaps harder to reach.

But these problems are minor compared to the major problem of persuading lawyers that their files should be preserved and institutionalized. Most lawyers are reluctant to put their private papers in a public depository — so reluctant that the overall percentage of lawyers' papers in captivity is relatively small. The ethics of the legal profession are almost an insurmountable bar to institutional preservation because of the confidential relationship between a lawyer and his client. How can an attorney ethically turn over to the public use a highly confidential letter or memorandum from one of his clients? Lawyers are extremely sensitive on this point; their general attitude is that their files are nobody's business but their own. Many a private bonfire has consumed papers which might have been historically valuable but which some barrister preferred to destroy rather than expose to the public. With all due respect for the confidential nature of such papers, how can the historical and

archival fraternity persuade lawyers to save and deposit their papers in public institutions?

Official court records pose fewer and less difficult problems to the archival world. For the most part, court records are maintained by the courts, and the archival work is performed by the court clerks. Occasionally, in some States or in areas in which a court has ceased to function, court records are transferred to a public depository. The chief problems such records present are storage and repair. It would normally be criminal for an archivist to attempt to rearrange the case files, although occasionally the records have been so poorly cared for by incompetent clerks that this may be necessary. More often, court records are not transferred to an archivist's custody until many years after they have been abandoned and as a result of abuse their original order has been destroyed.

Although court clerks are usually diligent and efficient in indexing and filing the case records in their care, they are rarely equipped for or capable of making repairs on their records. Because most court records, especially the older ones, are filed in 3½-inch to 4-inch packets or envelopes, they are of necessity folded two or three times. In a few score years and with only occasional use, folding and unfolding will break down the sturdiest record. Consequently the greatest single problem connected with court records, in or out of an archival establishment, is the need for adequate manuscript repair.

In summary of this paper, it may be said that legal materials offer very valuable sources for historical research. These include the papers of lawyers as well as official court records, in which may be found briefs, depositions, exhibits, and trial proceedings. It seems particularly possible that a greater use of such sources by historians would be most rewarding, and it therefore becomes an implied obligation for the nation's archivists to help collect and preserve these materials.

A Case of Lost Records

10. The following named enlisted men, now in confinement in the Military Prison near Fortress Monroe, Virginia, who were tried by a General Court Martial, the records of which trial have been lost, will, upon the receipt of this Order, be released from confinement, and returned to duty . . .

— Special Orders no. 319, War Department, Adjutant General's Office, Washington, Sept. 24, 1864.

The Remorseless Jaws of the Paper Mill

Just now the Centennial of our independence is calling attention to the history of one hundred years ago; and no fact connected with that history is more striking than the dearth of materials from which it could be constructed.

And here is indicated one of the chief departments of the work of the historical library, namely, the protection of old documents until they become antique. It is a snapper-up of unconsidered trifles, and does not disdain to gather even the bubbles which float on the stream of current history, prizing them as the world will one day prize the gems into which they shall be transformed by the magic of time. There are thousands of printed documents of one kind or another which few persons think of saving, but which, if preserved systematically and arranged in sets, become valuable for purposes of reference in a very few years. . . . The breaking up of private collections is the great opportunity for the historical library, which should always be on the alert for such chances. No scrap should be allowed to go into the remorseless jaws of the paper mill which contains anything for which a judicious librarian would give more than the regular price per pound . . .

The simple existence in a community of an historical library will do much to preserve valuable material for future history from destruction. Many public spirited persons will sacrifice what little profit they might derive from the sale of old paper, and present their pamphlets, etc., to the library; while many others, receiving their first intimation of a value in such things, will be careful of them in their own interest, which is the next best thing to turning them in for the public good.

But beyond this, each historical library should have a certain geographical field of operations, within which it should aim to make thorough work of the collection of historical matter, and it should leave out nothing which can ever become useful as material for, or illustration of, the history of that locality. In this respect many of our historical libraries may be charged with laxity. They either make no pretense to collect materials for the history of to-day, or, if they do attempt it, it is not done with any thoroughness. They are occupied in collecting what ought to have been preserved in previous years, and while they thus laboriously correct the mistake of those who neglected to preserve their own annals they are committing the same mistake with reference to the present. It is the old tendency to build monuments to the memory of the prophets whom our fathers stoned, while, with equal shortsightedness, we stone the prophets of our own day.

— William I. Fletcher (1844-1917), Librarian, "General Considerations Respecting Historical Research," in *Public Libraries in the United States of America*, p. 326-327 (U. S. Bureau of Education, Washington, D. C., 1876).

Court Records—Orphans Among Archives

By ALLEN WEINBERG *

Philadelphia Department of Records

BECAUSE ours is, and derives from, a government of law, with its accompanying judicial reliance on precedent, the records and papers produced by our courts have always been held in reverence as the "tablets of the law." I suppose many of us have been warned against the disposal or even evaluation of some court record by the admonition, always in hushed tones, that it was a "Court Record." Perhaps with some brashness, we in the Archives Section of the Philadelphia Department of Records decided to include an inventory of court records in the general inventory of the city's records that we made in 1952, even though the court records were not under our jurisdiction under the terms of the city charter. We went further and evaluated them for retention and disposal as we had done with all of the other records, received concurrence in our recommendations from the court's employees as well as highly respected judges — and, of course, nothing happened.

In 1958, however, with the accession to office of an energetic clerk of the Quarter Sessions Court, who was determined to modernize the operation of his office by finding ways to do the job instead of waiting to be prodded and then hiding behind a body of ambiguous statutes, the records job went ahead full throttle. The clerk recognized that he had a records problem, not a legal one, and so asked archivists, not lawyers, to cope with it. We began by bringing the 1952 inventory of his records up to date. We then reviewed our evaluations in consultation with both unit supervisors and the clerks who create and use the records. Always, however, we put the burden on them to justify any recommendations they made that seemed unreasonable to us. Most important, we were supported in this attitude by the clerk himself.

We made our evaluations as we would for records of any type, considering the need of the record in the substantive work of the office. Since the substantive work flows from the criminal law, we consulted with the counsel for the clerk as to what circumstances in

* Paper read, Oct. 9, 1959, at the annual meeting of the Society of American Archivists in Philadelphia.

the law could arise requiring these records and then made our tentative conclusions as to retention value. In other words, we never brought up the subject of statutory requirements until we had an evaluation based on substantive or administrative need. After we had this type of evaluation we inquired whether there were express statutory mandates that unequivocally set minimum retention requirements for specific record classes.

An example, I think, would clarify this point. The long-term value of a bill of indictment, after it performs its immediate constitutional function of informing the accused of the nature and scope of the charges against him, derives from the fact that it can be required if a case should be reopened or if there should be a pardon application for a conviction many years before. I am assuming now, of course, that the appeal process has been resolved by the highest tribunal in the jurisdiction. The Supreme Court of the United States in a recent case reopened a 30-year-old conviction. This is the longest period after which a case has been reopened, although there is no statute limiting the period for reopening a criminal conviction for denial of due process. We set a 50-year retention period for a bill of indictment, which met this substantive requirement and covered the longest period after which there was likely to be an application for pardon. On this basis we were able ultimately to dispose of over 100 years of existing bills of indictment, subject to screening to retain any of archival value. The value of this approach to court records is that, by the time we reach the question of statutory requirements, we have at least allayed any fears that we throw away needed records. Then, if there is no express statutory mandate for the record class — as there rarely is, except for records concerning titles to land — the battle is won. Our schedule set up periods for retention in the administrative area, allowed for transfer to a record center when and if desirable, and then permitted either ultimate disposal or permanent archival retention.

We made no recommendations for microfilming any records. By dealing with the question of microfilming at the point at which it should be done, after evaluation for retention or disposal, we reached the conclusion that no microfilming was necessary. We based this conclusion on the theory that, without fairly active reference requirements, storage is more satisfactory than filming. This premise is qualified when there is a problem of security or great volume. Neither of these aspects was involved here. The clerk felt that storage would provide as much security as he required at present, since the storage area is in a building about a mile from his

current records. Much of the volume of annual accumulation would be offset by the annual disposals as retention periods lapsed. Hence, although about 6,000 cubic feet of records required storage and there would be an annual accumulation of several hundred cubic feet, we felt we had a manageable space situation.

From one point of view, this professional aspect was almost the easiest part of the job. As usual, many of the records had been misfiled; but, because of the huge number of individual documents involved and the long period of time over which this condition had been building up, proper integration of the misfiled material into the files was a sizable job. In the interests of finishing our part of the project within a reasonable time, we simply made an elementary arrangement of this material and then transferred it to the record center to be integrated. This incidentally had the unexpected advantage of forcefully impressing the clerk's new employees in the center with the necessity for maintaining strict control of the records in the center and those sent to the offices for use. During the transfer process we did work in so much of the material as we conveniently could without unduly delaying the transfer. I have alluded several times to record storage. Although space limitations in our own center prevented us from taking into it the large volume of the clerk's records that required storage, we were able as a result of our work to clear enough space belonging to the clerk to provide storage for both the current need and at least 20 years' expansion. Our basic policy is to centralize noncurrent records in one area because of the consequent efficiency and economy of operation, but we decided to set up a center in this area, to be administered by the clerk, rather than hamper the effectiveness of the entire program. By lucky chance the space was in the same building just two floors above our own center; this meant that our experienced people were handy to give the clerk's employees, inexperienced in administering this type of operation, the benefit of our knowledge on a day-to-day basis until they were able to carry out the operation independently. When the installation and transfer were completed, the clerk was pleased with the change from a disorderly, dusty, inaccessible file room to the usual neat, clean, center arrangement.

We treated differently those records we believed to be of archival value. Although we had no jurisdiction over any of the clerk's records, we were the only public agency in the local government that could meet properly the needs of those researchers who would use the records of archival value. Though the clerk might be able to store them properly, he did not have, nor could he or any of his

successors expect to have, employees with specialized education, training, or experience to service them. In addition, if we took custody of these records in our Municipal Archives, they would be centralized with the other local records of archival value. The clerk, understanding this situation, gave us physical custody of the records although they still remained under his jurisdiction. This arrangement was similar to arrangements we had with other departments of the city government whereby we retain only physical custody of their records in either our Record Center or Archives. The important thing is to have the records properly maintained and serviced in a central repository, accessible and convenient to those who wish to use them, *not* those to whom, technically, the records belong. We, on our part, agreed to determine and arrange for processing requirements, paying the cost from our budget.

The immediate, concrete results of the project were highly satisfactory both to the clerk and to us. The clerk realized a space-cost saving of \$8,000 annually and an immediate saving, on filing equipment released for further use, of about \$2,000. Twenty-two tons of obsolete records were disposed of. The space cleared was sufficient to release two full rooms for use by other city departments as well as to set up the clerk's record center. In addition the clerk was able to renovate his own administrative area, transforming it from cramped quarters to a comfortable work area. We converted a poorly arranged, limited file room to an orderly record center, using less space than had been used formerly to house twice as many records. This was accomplished at a total cost of \$3,500 for shelving and storage containers. No additional personnel was required. The same clerks were able to handle the records because of their greater accessibility and a more convenient filing system developed by our Records Management Section. In the administrative area, open-shelf filing, better suited to the new filing arrangement, replaced the "county box," a nineteenth-century file container.

The clerk showed the same interest in a total forms-control program as he had in his record scheduling; he did not allow traditional legal conservatism to prevent him from reviewing for modernization his entire stock of forms. It is not necessary in this paper to describe the comprehensive forms-control job that was done, but all forms were reviewed and if necessary simplified, consolidated, or revised. The two most important records created in the process of criminal law are the bill of indictment and the docket. The form for each was revised. A standard form for the bill was designed, replacing the individual forms used previously for each separate

offense. We abandoned the old prebound ledger-type docket and substituted a tabulating run sheet in post binders. The important thing here is that, as in the case of records disposition, the clerk took the position that he had the right to change procedure without getting a statute passed or obtaining a court rule or even consulting the local bar association. As a matter of good public relations, however, he did keep both the bar association and the judges informed of what he was doing, but he left no doubt in anyone's mind about his exclusive right to determine these matters.

There are several other offices in the local government whose work is interrelated with that of the Clerk's Office. These include the offices of district attorney and the city solicitor, as well as our Tax Board, the last because of some special jurisdiction of our Quarter Sessions Court. The results of our evaluation of the clerk's records and forms led to a further reevaluation of certain records and forms in these related offices. We standardized the forms commonly used and in some cases instituted changes in procedure in order better to integrate related functions. The clerk's copy of his records was established as the record copy and the copies in the other offices as duplicates, so that their retention periods were considerably reduced. This resulted in a sizable disposal of records in these other offices. The clerk's copy had always been considered the record copy and the one required in court, but we were able to persuade the other offices to dispose of their copies only because they now had confidence that they would be able to get what they wanted rapidly. They retained their copies only so long as necessary to serve their immediate administrative needs. Thus, the district attorney retained his copy of the bill of indictment until the trial and appeal period was over instead of retaining it for the same reasons and the same length of time as the clerk. He and other officials had formerly kept their copies to make sure they could get what they wanted as they needed it; now they were confident of being able to use the clerk's official copy if the need for it arose.

We accessioned a choice group of material for the Municipal Archives in accordance with the above-mentioned arrangement. These include a continuous group of dockets ranging from 1752 to 1865, our agreed-upon cutoff date. The Quarter Sessions Court has jurisdiction over all road openings, and thus we got the road petitions dating back to 1682, when William Penn founded the Province. Among these were petitions written by many persons who played significant roles in the development of Pennsylvania and the Nation as well as in local history. These road petitions also reflected the

complete physical development of the City and County of Philadelphia. I think the briefest way to give an idea of the richness and variety of material accessioned is simply to note that the local bar association was able to display a highly successful Law Day exhibit, using entirely records we had accessioned for our Archives. The exhibit traced the entire criminal law process, from arrest to commitment in prison, with each step illustrated by a document that not only made the process clear but also had intrinsic historical interest. The information in this body of records has enabled us to fill gaps in our knowledge of the legal history of the city and county and even to correct what we learned were errors or misconceptions in the best histories on the subject.

We have been describing a comprehensive records management program. What gives this particular project an added dimension, however, is that the records involved were court records and that, even so, we were able to get the authorization to effectuate our recommendations. We reviewed State constitutional and statutory provisions relevant to the clerk's office and satisfied ourselves that, at least to the nonlegal eye, there was nothing in the law to prevent the clerk, with the permission of the court, from treating the records as he saw fit. In fact, the implication seemed to be that he had final responsibility for his records. We submitted a petition to the court requesting approval of the schedule, which we included as an exhibit. The petition also included a joinder bearing the approval of the State Historical and Museum Commission and the State Records Officer, as required by the City-County-State complex of relationships. The petition was granted by the chairman of the Criminal Business Committee of the Board of Judges. This judge, a progressive jurist and judicial administrator, helped us greatly throughout the project, giving freely of his legal counsel and using his influence to aid the project.

The significant aspect of this project with reference to legal obstacles was the denial of their existence, not an attempt to battle with them. So far as we could ascertain there are no express statutory requirements in Pennsylvania for retention of criminal court records except for those affecting interests in land. Although we did not fully search other State and local law, we believe that this probably is the usual situation. We took the position that, in the absence of express limitations on its power, the inherent power of the court to make its own rules and manage its internal business — coupled with the inherent power of the custodian of the records to maintain them in the best manner possible, commensurate with the need for

them flowing from the judicial process — was sufficient to enable the clerk, with court approval, to set up proper and reasonable schedules providing for automatic, continuing disposal. In other words, we threw the burden of proof on those who sought to deny this power. The court agreed with us. We were able to get the job done and the petition granted because the clerk, with the support of the judges, wanted to do it. On the other hand, the custodian of our civil court records took the position that he did not have the authority to do anything without express statutory authorization. Fortunately, with the aid of the above-mentioned judge, we were able to get this express statutory authority for the prothonotary in the last session of the legislature. Although we concur generally with this statute we feel that it has the one basic defect of most legislation dealing with records. It arbitrarily sets a minimum retention period, in this case 25 years. We object to any minimum statutory period. We feel that the retention period should be based solely on the administrative, legal, or archival value of the particular record class. The four-year minimum retention period in our own city charter is the only defect in an otherwise highly satisfactory instrument.

The soundest and most sensible statement I have seen regarding the statutory problems involved in records is that of E. E. Burke in his lead article in the July 1959 issue of the *American Archivist*, in which he asserts that the only legislation required is that necessary for the grant of funds and for defining the authority of the records officer. In reference to his third suggestion, concerning legislative authorization to transfer the custody of court records, our situation did not require this. It was not necessary to authorize transfer, as the clerk merely shifted the records to another area under his own control. Even when we take records into our own Center or Archives, however — and this applies to the court records we have there — they often remain technically under the jurisdiction of the office that created them, while we have merely physical custody. This may appear to be an unsatisfactory arrangement, but during our eight years' experience in maintaining tens of thousands of cubic feet of records, we have never had an instance of challenge to our authority to handle them as we pleased — once we got them. We avoid any interference by taking into the Center only truly noncurrent records. All that this requires is careful evaluation. I think that, if the records officer forcefully makes his position clear before accession and if the records are carefully evaluated to make sure of their noncurrent status, the danger is more apparent than real. Therefore it seems to me more satisfactory to use an arrangement of this type

rather than wait for legislation authorizing transfer. Legislation itself has several dangers. Even if the necessity for it is not alleged simply to put off doing something, it often takes a good deal of time to get the requisite statute drawn up and passed. Second, the law often is not what you want anyway, usually hindering more than helping. Third, and most important, it encourages the responsible officer — and this includes officers in charge of court records as well — to think in terms of legislation when it is not necessary and is even destructive to sound records management.

The conclusion from all this, and I think it applies generally, is that the legal problems surrounding the retention and disposal of court records exist largely in the minds of overcautious custodians of these records or of people who simply are not interested in doing anything and are willing to fight to preserve their right to do nothing. Our argument is that court records should be treated like the records created by any other office. The job can be done for court records, from the creation of the forms to ultimate disposal or archival accession, if those in authority want to get it done. Generally speaking, there is nothing in the law to hinder or prevent it.

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Managing the Records of the World's Greatest City

By JAMES KATSAROS *

*Municipal Archives and Records Center
New York Public Library*

MANY of you may have heard that New York City's annual budget totals over two billion dollars. But what you may not know is that the city's records management program costs only \$73,000 a year. Just a drop in the bucket! But how we put our house in order, how we established what is considered one of the country's most efficiently operated records programs, is what you really want to know. It has been my good fortune to participate in New York City's program since its inception, so you might say that you are getting the facts from the horse's mouth!

I recall that as far back as 1926 some of our city officials were trying to do something about New York City's records, especially the older papers. At that time we became aware of the fact that all city departments had custody and maintenance of records. Records were everybody's business but nobody's business, and that can be frustrating. But the frustration continued until December 1939, when the mayor appointed the Mayor's Municipal Archives Committee to solve a most pressing records problem. This committee, which is still in existence, lost no time in going to work. In the spring of 1940 — about five months after its establishment — it reported to the Mayor its findings and recommendations:

1. In 15 municipal office buildings in the five boroughs of the city, with a total space of two and a half million square feet, a half million square feet was occupied by files and records, plus a total of 130,000 sq. ft. of space in separate rooms set aside entirely for old records. Had the 130,000 sq. ft. of space been rented space, it would have cost the city approximately \$400,000 a year.
2. The city's archives had been accumulating for 300 years and unless they should be soon centralized for preservation, New York City would be without a history of its past.

* Paper read on Oct. 9, 1959, at the annual meeting of the Society of American Archivists in Philadelphia. The author is Administrator of the Municipal Archives and Records Center, City of New York. Mr. Katsaros' paper may be compared with that by Jason Horn, "Municipal Archives and Records Center of the City of New York," in *American Archivist*, 16:311 (Oct. 1953).

3. Records were being stored in attics and basements, in pier heads of bridges, storage bins at piers, and other dark and damp corners — all bulging with valuable historical records intermixed with the obsolete and useless. The Committee counted 2,187 depositories of records throughout the city.
4. The method used for the disposal of obsolete and useless records was not only wasteful but dangerous. The committee recommended that, in addition to the approval of the Corporation Counsel from the legal point of view, the destruction of records should also be approved by the chairman of the Mayor's Municipal Archives Committee from the historical point of view; furthermore, that records approved for disposal should be sold to authorized wastepaper dealers and no longer sent to the incinerators.

These two recommendations were adopted and are still operative. In the first four years — 1942 through 1945 — a total of 4,592 tons of paper was sold to paper dealers and the city was richer by over \$100,000.

5. The committee recommended the establishment of a centralized municipal archives and records center, where the historical papers could be preserved and the inactive records of city agencies could be stored.

This recommendation was immediately adopted. The present building was leased in 1941 and purchased in 1943. It has a capacity of 5 million cu. ft. and a floor load of 350 lbs. per sq. ft.

The war, manpower shortages, and lack of equipment made it impossible for the city to put into effect the program the Mayor's Committee outlined in its report. The chairman was authorized to approve all departmental requests for space in the new building for the storage of inactive records. The agencies assumed responsibility for the storage and servicing of such records within their assigned space.

This semi-active records program continued until January 1948, when the mayor reactivated the committee. His main reason was that all space in the archives building was filled and the city would be faced soon with the problem of finding still more space. In February 1948 the mayor issued an executive order at the committee's request, ordering each city agency to appoint a records officer and to put into effect a records management program with the help of the Mayor's Committee.

All departments responded to the mayor's executive order, and the records officers worked closely with the Mayor's Committee. In all fairness they truly worked diligently and tried to cope with the problem. They disposed of stored records, reevaluated office

records, transferred inactive records — all on a part-time basis. As we all know, however, records management is not a part-time operation. The Mayor's Committee was all too familiar with this fact. It managed to persuade the mayor to appoint a staff to begin handling the city's archives, which already were occupying considerable space in the archives building. This staff of seven was appointed in March 1950. While working on the historical papers the committee was busy convincing the Mayor's Management Survey Committee that it needed among its magnificent studies one on records management. For this it recommended a pilot project to study five agencies: the offices of the Borough President of Manhattan, Civil Service, Public Works, Purchase, and Water Supply, Gas and Electricity. A six-month study was accordingly approved and contracted for; it began in January 1951 and ended in July of the same year. The archival staff worked closely with the consultants, and when the contract ended in July our staff took over and continued the study in the rest of the city departments.

Just five weeks after the records management study got under way, it was apparent that a records center was necessary. Funds were approved by the city in February 1951, and at the end of March an area of 9,200 sq. ft. was equipped and began to receive records. By the end of September 1951 it became evident to me that the original 9,200 sq. ft. of space would not be sufficient to house the records scheduled to come to the center. A request for additional funds was made to the city, and in December 1951 funds were approved to equip an area of 15,000 sq. ft. In February 1952 we were loading the newly acquired space with inactive records.

I have attempted to take you step by step from the beginning to a point where the efforts of the committee began to bear fruit. Now I wish to bring you up to date and show why we came to have the flourishing records management program that we now have. From 1950 to now, almost a decade has passed. We are storing today over 100,000 cu. ft. of records in the records center, with established retention periods; in the archives we have about 20,000 cubic feet of original papers dating back to the seventeenth century. From a staff of 7 we have grown to 17. That figure will soon be increased, for a request pending before the budget director is expected to be approved. Instead of the original 9,200 sq. ft. of space we now man an area of over 90,000 sq. ft. Additional space can be requisitioned as needed. Even though the building was purchased for the purpose of storing records, we have cleared out many obsolete records and have released the space for other important city func-

tions. We are now confining our operations to one-third of the building's entire area.

I don't have to tell you how important it is to keep statistics. With us in New York City it has been the only means to enable us to justify our requests for funds to expand the program. The expansion of our staff did not come about overnight. In 1951 we had a reference workload of 3,000 and only the five pilot departments were storing records. Today we have a reference workload of 70,000 and we store the inactive records of 47 city agencies, with others planning to participate.

In order to help city departments to fix more realistic retention periods for their records we have been keeping statistics on the number of times they have requested specific records. Each year we give them tabulated lists showing exactly what records they requested in the past year and the number of times they called for them. This practice has worked out well and has proved to be worth the effort. Records officers have found that these tabulations are excellent guides for revising their schedules.

Most people are interested in knowing not only what has been done but how it has been done, and I believe that you would like to know how we did things in New York City. To get the records program going under full steam, the Mayor's Committee established the Co-ordinating Committee for the Records Management Program. This operating arm of the Mayor's Committee handled such matters as training records officers, helping departments to get their program under way, and offering any other assistance necessary to establish an effective records management program on a city-wide basis. The training of records officers was an eight weeks' course, two hours a week. When the training ended the Mayor's Committee prepared certificates, which were signed by the mayor and distributed by him to the records officers at a ceremony in his office, in the presence of all the city commissioners. This ceremony helped to emphasize further the fact that the city fully supported the records program, with the city's chief executive leading it. I don't see how we or any other municipality could come out with less than a successful records program with such support from top management.

The storing of inactive records and the disposal of obsolete and useless records are but a part of our work. In order to establish lasting contacts with agencies and gain their confidence, we must give good reference service. I believe our success thus far results from our superlative reference service. We deliver requested rec-

ords daily to city departments. Records are supplied in a few hours or in emergency cases a few minutes.

We redesigned our records center carton in 1952, for the carton recommended to us in 1951 had several disadvantages. It was too expensive, and two men were needed to collapse it for storage when emptied. Our new carton costs us half the price of the first one, it definitely keeps dust out, it is easier to handle in shelving, and it can be assembled and collapsed by one person. Anyone interested in our carton may write me; I will have our supplier send a sample. Our arrangements for storing the cartons on shelves in the records center are not original or novel. All that one may see on visiting our center is row after row of shelves with boxes, each box numbered. Should an unauthorized or even an authorized person wander in, he could not find any desired record — unless, of course, he should have access to the control cards, which are in reality the finding aids for our stored records. On the control card, 4 x 6 inches, we place the name of the department, bureau, or division; the name of the record; the year; the range or filing arrangement; the box number; and, of course, the retention period. The Kardex file that houses these control cards is the magic eye or nerve center; without it the reference service could not function. Needless to say, this file is locked after hours and is open only to authorized personnel. It enables our analysts to prepare their annual transfer and disposal schedules, which we submit to every agency regularly.

Of course all has not been a bed of roses. We have come across some recalcitrant agencies that felt they did not need our help. We solved that problem by just by-passing them — and soon they wanted to get into the act. Another control that the city has settled upon, and one which I feel certain is effective, is that our budget director is reluctant to grant funds for filing equipment. In fact he has gone so far as to issue a directive to all department heads urging them to transfer more records to the records center and to cut down on retention schedules whenever possible in order to release equipment for their current work. No funds were allocated for filing equipment in the current expense budget. This directive has brought us new business and new customers. When we transfer records from office areas to the records center our analyst jots down on his transfer sheet the number of pieces of equipment released. The reuse value of equipment released through such transfers amounts to about as much as the city expends in operating our entire program.

In our municipal archives we have taken approved methods to insure the preservation of New York City's historical documents. Some we have duplicated, some we have laminated, and others we have microfilmed. I do not believe we are doing anything different from what others are doing to preserve their collections. It is almost impossible for a historian engaged in research to go physically through all the papers in our collection. He must depend upon the archivist not only to arrange the papers but also to select important material in various subjects. He must see the papers, as it were, through the eyes of the archivist, because he does not have time to see them with his own eyes. The archivist, therefore, must be in part a historian who knows enough about history and historical research to make a sensitive selection of material. This introduces a new element into historical research and writing. It is as if each book or article based on a large collection of papers like ours were a collaborative work in which the archivist and the historian are partners. Unfortunately, however, the archivist does not usually get his name on the book jacket.

We have been in business, so to speak, nearly ten years. New York is a large city. We do manufacture a good many records each day, and to prevent ourselves from drowning in this sea of records we have constructed a dam — the Municipal Archives and Records Center. This dam is strong because it has the backing of the mayor and the other officials who administer the affairs of the city. Our present budget director is the same official who approved our first expenditure in 1950. He is our greatest supporter. He was among the first to approve a new five million dollar archives and records building into which we shall move within the next five years. It is to be located near our present site and will be part of the civic improvements being made in the City Hall area. The new building, with an area of 200,000 sq. ft., will have the latest facilities and equipment, including microfilming facilities.

If you ever visit New York City, by all means include the Municipal Archives and Records Center in your itinerary. If you feel that our experience may be of some help to you in your own programs, please feel free to write us; we shall do our best to assist you.

In New York City we have the *Official Directory*, which is the City's "best seller." We familiarly call it "the little green book." On its cover is the inscription: "The Greatest City in the World." With this slogan for all our city departments, is it any wonder that we in the Municipal Archives and Records Center strive to have the greatest records program in the world?

Municipal Archival Programs

By THORNTON W. MITCHELL *

*Records Management Associates
San Francisco, California*

OUR SUBJECT is the management of municipal archives. We have heard today a great deal about municipal records management programs but surprisingly little about municipal archival programs. A stranger attending this meeting would assume — and very properly so — that we have many municipal records centers and few, if any, municipal archival establishments. He would also assume — but improperly — that we are not concerned with preserving the archival materials of our cities but only in saving space, reducing the purchase of file cabinets, and throwing away as much as possible as soon as possible.

It is not my intention to get involved in a discussion of the relationship between the archivist and the records manager. This has been argued by persons far more competent than I. To the layman, there is virtually no difference and I suspect that the distinction is important principally to ourselves. The ethical records manager and the archivist are dealing basically with the same problem and their goal is the same. That is to reduce the vast bulk of records to the relatively small core that constitutes the archival documentation. The basic argument seems to be how that reduction is to be achieved and by whom and what constitutes the essential core.

Obviously, there are archives in our municipalities, because there are records at the local level that should and will be preserved for long periods of time. Probably the permanent records at the local level are of somewhat greater relative volume than they are in other government jurisdictions or in business — approximately 16 percent in New York City, for example. In some instances, municipal archival materials are carefully identified, described, and serviced; in others — and more frequently — they are buried in a municipal records center and are identified only by the code letter *P* (for

*The author is a Fellow of the Society of American Archivists. His paper is a transcription of his remarks as one of three panel commentators at the afternoon session, Oct. 9, 1959, of the Society, at Philadelphia, on the "Management of Municipal Archives — The Care and Preservation of Local Records," over which Olney W. Hill presided. At that session reports were heard from New York City, Philadelphia, Baltimore, and Portland, Oreg. The first two of these reports also appear in this issue of the *American Archivist*.

permanent) in the carefully locked and secured card-control index. Even then, if these permanent records are not used sufficiently, their permanence is subject to "review." And, in addition, the *P* (for permanent) does not always reflect the archival value of the records series concerned; it may mean nothing more than that someone lost the argument with a conservative, stubborn, and uncompromising operating official.

We *do* have municipal archives, and they certainly are or should be something more than what is left after everything possible has been thrown away. The archivist must face the fact, however, that archival materials not only in municipalities but elsewhere are being selected by persons other than archivists. Further, many archival series have been and are being irretrievably and unalterably changed by the practice of records management upon them as to form, arrangement, and so forth. At the same time, the records manager must recognize his responsibility for the selection and preservation of archival documentation and must concede the interest of the archivist in the records with which they are both concerned.

It is interesting that three of the four cities reporting at this session approached their mountains of paper from virtually the same point of view: they started with an inventory, received disposal authorization, destroyed what they could, and moved all but the most current records to an economical storage facility. The program, in all cases, was precipitated by stacks of paper that were higher than the Empire State Building, Washington's Monument, or what have you, or by vast amounts of space — usually expensive space — that were occupied by records. In each case, the material economies that would result from a program to control these records were of infinitely greater significance in the decision to proceed than was the fact that archival materials would be identified, segregated, and preserved.

Many cities are indulging heavily in microfilming. Consultants are customarily accused of being antimicrofilm; we are antimicrofilm only when it is improperly and wastefully used. Microfilm should be used to reduce volume and to save space only when it is the most economical way to do so. According to its own statistics Portland, for example, has filmed approximately 2,200 cubic feet of records at a cost of \$63,826. Thus Portland has spent between \$25 and \$30 to film each cubic foot of records. This expenditure can be justified only if it would cost more than \$25 to \$30 to store the same cubic foot for the required period of time in its original form. The cost of storing a cubic foot of records for one year varies considerably,

but a cost of \$1 to \$1.25 can be used as a rule of thumb. In other words, unless Portland had to retain the records it filmed for a period longer than 20 to 22 years, it wasted money by filming them. Each application of microfilming should be costed individually, but microfilming should not be used unless it represents the most economical approach to the problem.

I would also like to observe that we would have found a discussion of the records program of a small municipality of great interest. A small municipality — and by small I mean anything with a population of 100,000 or less — has a records and archival problem that varies from the problem of New York or Philadelphia only in degree, and its records problems can assume gigantic proportions largely because of its lack of resources. The volume of such records is small — several years ago I examined in a preliminary manner the records of a city of about 50,000 population. Its records totaled about 5,000 cubic feet, including rather extensive police files. Its archives and inactive records would fit into an area of 500 square feet in the basement of a new city hall. It had archives — although the city manager referred to them as the “old junk in the attic” — and it had what was, to it, a serious problem. In such an instance, the already overworked city clerk or city manager does not have the time, information, or experience to bring these records under control. If an outsider is retained to establish a control system, its maintenance and operation subsequently becomes a part-time job for a person who already has too much to do.

I believe that our Society's Municipal Records Committee could perform a real service to these smaller municipalities by developing a guide to identify the archival materials that normally exist in a municipal government. This would of course have limitations and would of necessity be extremely general in nature, but it might protect archival materials that would otherwise be lost. We should recognize, too, that we are talking about more than municipal records when we consider local archives. We have counties, school districts, hospital districts, mosquito abatement districts, flood control districts, bridge districts — the whole range of jurisdictions that seem to be such a necessity of contemporary government. I merely want to suggest that these are part of the picture, too.

September Morn

Restrictions on the use of records and the disclosure of information have always been a thorn in the side of custodians of records and manuscripts everywhere. Those familiar with the Washington scene are aware of the battle constantly being waged between the ubiquitous members of the fourth estate and the harassed Government officials laboring under the stress of cold-war programs. At a recent meeting of the American Political Science Association, as reported in the *Washington Post* (Sept. 11, 1959), the following colloquy took place between two members of a panel on secrecy in Government:

Robert Dechert of the Defense Department: "In the debate which has been carried on since the founding of this country as to the degree of nakedness before the world with which our country's business should be conducted, those who would have the United States Government in the position of the young girl in the once-controversial painting 'September Morn' have always sought support by choosing 'bad words' to hurl at their opponents."

J. R. Wiggins, executive director of the Washington Post: "There is some virtue in Mr. Dechert's 'September Morn' metaphor. Just as society generally has ceased to be shocked by September Morn's nudity as it was in a period of prudery; so may government we hope recover from its initial shock at public demands to see the naked truth."

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How to Transfer the Governor's Papers

By MORRIS L. RADOFF *

Maryland Hall of Records

THE GATHERING into one place of the old executive records of Maryland constituted one of the major problems of the Hall of Records when it opened its doors in 1935. Through the efforts of the first Archivist, James A. Robertson, and the present Archivist everything that could be located was brought to the Hall of Records by transfer from other agencies of the State government and the Maryland Historical Society, by purchase from dealers and individuals, and by gift. While there are still obvious and large lacunae that, for the most part, will never be filled, the collection as it stands is of impressive size and usefulness.

Nevertheless, the lesson was plain: the only way to preserve the files of the chief executive in the future would be to receive them directly from him. Because this lesson is surely as valid for other States as for Maryland and because our initiation of this policy met — and overcame — every conceivable hazard of mortality, time, and politics, the writer has felt it worth while to prepare this account for his State Archivist colleagues.

Harry Whinna Nice was Governor of Maryland when the Hall of Records was built and the first Archivist was appointed. Perhaps Dr. Robertson had it in mind to arrange with Governor Nice for an orderly transfer of the executive papers. But if he did, nothing came of it. From this distance one can imagine reasons that might have deterred him. Governor Nice's administration was a stormy one, flush in the middle of the great depression, full of special sessions of the legislature, rife with bitter conflict between the Republican Governor and the Democratic majority in the General Assembly. Perhaps the propitious moment never came. A quick recovery of the executive papers after Nice left office in January 1939 may have been contemplated, but unfortunately Dr. Robertson died shortly thereafter. By good fortune, however, no serious loss of records was suffered, for Nice left his files intact, and before the

* The author, a former president of the Society of American Archivists, is Archivist and Records Administrator of the State of Maryland. Dr. Radoff is a Fellow of the Society.

end of the first term of his successor (1943) the Nice papers were all safely in the Hall of Records.

Since Governor O'Connor was reelected for a second term, the problem of transferring his files did not arise until late in 1946. Because he had agreed to transfer his papers to us, we might have waited until he had left the State House; but there were advantages in having him prepare the transfer in advance so that the records could be moved on the last day of his term. In that way we could avoid an intermediate shifting about, which otherwise would be necessary in order to vacate filing space and cabinets for the new administration. We thought, too, that if we sat with him while he sorted his papers it might be possible to persuade Mr. O'Connor not to take away with him the files that he considered personal. Some "carrying off" of records by a chief executive is always to be expected, but if possible the limits of what is personal should be set at something less than the scandalous depletion of files, which we have all encountered and which caused so much agitation in Washington at the end of the New Deal period.

Having decided that we would take the matter up with the Governor before he left office we had then to find a suitable time for the initial *démarche*. We could do nothing during the first part of the year because it was not known whether Mr. O'Connor would seek a third term as Governor or try for the Maryland senatorship that would be at stake in the same general election. He decided for the senatorship; and, since the contest in the primary was with a strong Democratic incumbent, it was known in advance that the campaign would be vigorous and the results close. We decided, therefore, to postpone our business until after the June primaries. Mr. O'Connor won, but the size of the Republican vote indicated that the general election in November would be something more than a formality. We thought we had no choice but to postpone our approach again while the Governor — now a senatorial candidate — conducted his campaign.

At last November 5 came, but several days passed before it was possible to know the winner. As a matter of fact, the election was so close that the next two weeks did not furnish us with anything conclusive. Finally, the Senate Election Committee judged it necessary to recount some of the votes before declaring O'Connor elected. But now we were faced with another problem. According to the Maryland Constitution, the new Governor must take office on January 7, but since the legislature was to meet on January 2, in practice that was the last day on which Governor O'Connor would be avail-

able for executive business. The *terminus ad quem* was also complicated by the fact that Governor O'Connor might decide to resign several days in advance of the end of his term in order to be in Washington for the organization of Congress. For a moment we were afraid that we had passed from the period of *too early* to the period of *too late*. In any case, no further postponement was possible. On November 19, therefore, I wrote to the Governor as follows:

I should like to ask you whether it would be possible for you to set aside the files of your office which should come to the Hall of Records before you take your seat in the United States Senate next January. I believe that it would be better to prepare in advance for this transfer. Otherwise there is a great deal of confusion and sometimes unnecessary losses. You will recall, I am sure, that the files of Governor Nice had to be sorted out and transferred during the first years of your administration.

The Governor's reply came within the week:

I have carefully noted what you say with regard to the transfer of the files of this office and in order to facilitate matters and so that proper arrangements can be made, I am asking that Mr. Brock take the question up with you at the earliest convenience.

Before leaving the State House I wish to tell you how very much I have enjoyed associating with you in the important work in which you are engaged. I am intensely interested in the continued successful functioning of the Hall of Records. I feel that you and your associates are to be commended for the excellent standards that have been maintained. . . .

This was a very encouraging letter indeed! The late James P. Brock, to whom the Governor referred, was his administrative assistant in the executive offices. Brock telephoned me several days later to tell me that the Governor had instructed him to prepare for the transfer. It was then that the delicate question of distinguishing between official and personal files was put. I explained to Brock, and later to the Governor, that no hard and fast line had ever been set to separate these two categories, that traditionally the executive has decided himself, and that there were no laws in Maryland to cover the subject. Finally, I explained that the Hall of Records does not permit the use of recent executive materials except for good and legitimate reasons and that therefore, whenever there were doubts, the material might safely be adjudged "official."

As the next step in the transfer the Assistant Archivist at the Hall of Records, Gust Skordas, was assigned the task of making a preliminary survey of the files. Several unanticipated problems were encountered. Not all of the files could be moved, since the Gover-

nor's office has continuing business, as has any other governmental office. It was decided to leave behind the last biennium of records. The metal file drawers had to be returned after each load, and the size of the load had to be set by the size of our fumigator and the narrow space in the basement available for new acquisitions. But the file drawers could not be emptied immediately into the standard boxes in use at the Hall of Records, as the separators in the files were too large and had to be cut down by hand. Much of our staff and equipment had to be directed to the job; there was no other way.

We had full cooperation in the Governor's office. Its participation was accurately noted on December 16, in the *Baltimore Sun*:

As his part in the moving program, the Governor is engaged in getting the State's affairs in order before turning them over to the incoming Governor.

He has assigned a representative of the Hall of Records to work with Louis J. O'Donnell of Governor-elect Lane's staff, and James P. Brock, Administrative Assistant to Governor O'Connor, to go through the thousands of papers in the files of the Governor's office.

The purpose of this survey is to retain for Mr. Lane those letters, documents and other papers which he may want for further reference, to preserve those which the Hall of Records should keep and to discard those for which no need exists.

The size of the files may be judged by the fact that in some instances certain disputed legislation resulted in receipt of more than 5,000 pieces of mail. The Governor numbered the papers in the files at "tens of thousands."

Many of the papers and documents, including important proclamations, relate to Maryland activity in World War II and the part played in it by, among others, the Council of Defense, the State Guard, Minute Men, the National Guard and many volunteer defense organizations all of which may be placed in the State archives.

I cannot tell whether Mrs. O'Connor thought this a worthwhile task for the Governor during the hectic days when she was engaged in moving the family from the Governor's Mansion in Annapolis to the Senator's new home in Baltimore, but the Archivist certainly has no doubts about the matter. In any case, the Governor removed from the files only two or three drawers of materials. His decision not to disturb the papers having to do with his position as leader of the Democratic Party in Maryland is certainly commendable; what he removed consisted primarily of invitations having to do with his own social activities and those of his family. The motive behind their removal was obviously not to suppress anything but simply to take with him certain mementos of office.

Shortly afterward the first truckload of materials arrived at the

Hall of Records. The transfer was made under the supervision of Mr. Skordas as were the fumigating, the transfer from filing drawers into boxes, and the arrangement in our vaults. Five full loads completed the job, and it was all over by the end of January. It was an arduous task and it required a good deal of time and effort on the part of all concerned. But it was rewarding in that it represented a successful transfer of considerable archival material under difficult conditions. It taught us early the value — and the complexity — of careful advance planning. We have tried to profit by the lesson.¹

¹ *Editor's note:* Former Governor and U. S. Senator Herbert R. O'Connor died in Baltimore on Mar. 4, 1960, as this number of the *American Archivist* was being proofed.

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in cooperation with
Library of Congress
Maryland Hall of Records
National Archives and Records Service
announces its

FOURTEENTH INSTITUTE IN THE PRESERVATION AND ADMINISTRATION OF ARCHIVES

June 6-July 1, 1960

Directors: Theodore R. Schellenberg, Assistant Archivist of the United States, the National Archives, Professorial Lecturer; and Ernst Posner, Chairman, Department of History, The American University

SEVENTH INSTITUTE IN RECORDS MANAGEMENT

May 16-27, 1960

Director: Everett O. Alldredge, Acting Assistant Archivist of the United States, Office of Records Management, Professorial Lecturer

TENTH INSTITUTE OF GENEALOGICAL RESEARCH

July 11-29, 1960

Director: Meredith B. Colket, Jr., Director, The Western Reserve Historical Society, Professorial Lecturer; Associate Director: Frank E. Bridgers, Genealogical and Local History Specialist, National Archives and Records Service, Lecturer

For information write: Ernst Posner
The American University
1901 F Street, N.W.
Washington, D.C.

Editor's Forum

Advertising Editorship

With this issue W. E. Bigglestone of the Archives and Library of the Firestone Tire and Rubber Company assumes control of our advertising. Karl L. Trever's relinquishment of this responsibility brings to an end 18 years of continuous, devoted service on the editorial staff, culminating, as all readers of this journal know, in his service as editor (July 1949-October 1956). Before then he had been our news notes editor (October 1941-October 1947) and a member of the editorial board (1948-April 1949), and had compiled (with the collaboration of Mary C. Lethbridge) the first five of the annual bibliographies of writings on archives and manuscripts (published in the October numbers of vols. 6-10). Mr. Trever graciously continued to handle advertising matters when, after seven years of editing the *American Archivist*, he was succeeded as editor in 1957 by G. Philip Bauer. Since 1957 he has been Special Assistant (Presidential Libraries) to the Archivist of the United States.

American Committee for the Study of War Documents

Dagmar Horna Perman has informed the editor that since the completion of her article, "Microfilming of German Records in the National Archives" (*American Archivist*, 22: 433-443), her attention has been drawn to the fact that she omitted from her account certain aspects of the creation of the American Committee for the Study of War Documents. Dr. Perman refers our readers to the following statement of George W. F. Hallgarten, to whom she is "indebted for setting the record straight":

The founding of the American Committee for the Study of War Documents was the result of the combined efforts of Professor Hans Kohn in New York — who was approached in this matter by a layman, Mr. Sidney Wallach — and of Dr. George W. F. Hallgarten of Washington, D. C., who had conceived the idea independently and had started to work for such a group in the Washington area. The formal establishment of the Committee took place, after several months of organizational preparations undertaken chiefly by Dr. Hallgarten and Mr. Wallach, in October 1955, in a conference of about 40 scholars in the Library of Congress.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Archivos Modernos: Principios y Técnicas, por el Dr. T. R. Schellenberg. Traducción y adiciones por el Dr. Manuel Carrera Stampa. (Instituto Panamericano de Geografía e Historia, Publicaciones del Comité de Archivos de la Comisión de Historia; La Habana, Archivo Nacional, 1958. 358 p., notas.)

The appearance of a translation is in itself evidence of a successful book. The translation into Spanish of Dr. Schellenberg's *Modern Archives: Principles and Techniques* is evidence of another book that successfully meets a basic need and satisfies an insistent demand.

The first edition of this work was published in 1956 simultaneously in England, New Zealand, and Australia (where the major part of the manuscript was prepared). The following year a second edition was issued by one of the American university presses for another segment of what has proved to be an eager and expectant English-language audience. Now, largely through the initiative of John P. Harrison of the Rockefeller Foundation and with the cooperation of various Latin American archivists and scholars, the volume makes its appearance in the language of Castile. This new version is an important contribution to the rapid and systematic diffusion of the techniques and principles of archival science, as evolved in recent decades in the United States. It is meet and just that this text on archival methodology should be more widely known, for the United States' leadership as a nation largely depends upon the combined efforts of our professional men and women to share their enthusiasm and the results of their experience in the solution of problems that are common and bothersome to colleagues elsewhere. In the present volume the Spanish-speaking world has ready access to the forms and formulas of current American archival practice, set down in the lucid and forthright language that is characteristic of the writing and thinking of this distinguished member of the archival profession.

This Spanish-language edition has been enriched by the inclusion of material that did not appear in the original. The author has written two additional chapters (nos. 16 and 17), dealing with the arrangement and description of private papers, which obviously give the present version considerably greater breadth of scope and usefulness as a professional reference work. The translator has added bibliographical references to appropriate material scattered throughout the professional literature — citations to guides, inventories, and essays that point up the interests of readers of this Spanish edition. Here one finds, for instance, references to the numerous writings on Latin American archives and Spanish documentary sources by Roscoe R. Hill and other archivists and historians.

It is easy to underestimate the particular contribution that a translator can make to the success of a foreign language edition. It is also easy to minimize the hard work of making a good translation, work that is not made any easier by the absence of many equivalents of standard words (policy or leadership, for instance) or by the necessity to render in an extended definition, rather than by a single word or by a two- or three-word phrase, archival terminology that has not yet made its appearance outside the original English. There is also the somewhat limited flexibility of Spanish for a suitable rendering of nouns used in English as adjectives, compound words, and similar verbal roadblocks. The present translator, who ingratiates himself to others by a confession of inadequacy in the face of some of these linguistic problems, was helped in his chores here by an internship in the National Archives some time ago, which was made possible by the United States Department of State.

Now we hear that translations of Dr. Schellenberg's work into German, Portuguese, and Hebrew are in preparation. These new versions, as well as the Spanish-language edition, should contribute immensely to a worldwide diffusion of this much-needed text, and it is to be hoped that the author and his collaborators will be amply compensated for their pains in putting together these versions of a most useful commentary on archival principles and methods.

GASTON LITTON

Escuela Interamericana de Bibliotecología
Medellín, Colombia

Guide to Methods of Listing, Indexing, and Reporting on Business Archives.
(London, Business Archives Council, Nov. 1959. 10 p.)

What to Save and What to Eliminate. (London, Business Archives Council, Nov. 1959. 4 p.)

Though designed to guide persons reporting on collections of business records to the Business Archives Council, these leaflets have a wider interest; for little of a practical nature is as yet available in this field. The back cover of the first lists ten "hints to workers," starting with the admonition that "archive investigators, in common with archeologists and all those who seek a first-hand knowledge of the past, must be prepared to face dirt." Workers are told how to fill out the main report sheet and prepare the index slips. Definitions of the more common types of business records are given, and considerable attention is devoted to filing rules for the index cards. Three well-organized collections are cited as examples: those of the British Transport Commission, Glyn Mills and Co., and the Hudson's Bay Company. Appendixes list the names of a few suppliers of cards and equipment and that of an expert repair man, and provide a few titles for further reading.

Of more general interest is the supplementary paper, "What to Save and What to Eliminate." Two recent English business histories are cited to show what records the authors found most useful; this is a device that might well be extended. Under the heading "Contemporary Records" examples of the more common types found worth preserving are shown. "Minute books should always be preserved; though minutes are often brief and apparently uninforma-

tive, they occupy little space and are potentially of very high value to the historian. Any memoranda passing between managers and partners of directors, especially reports from branch establishments, should be kept. Comments by auditors should be kept; they frequently contain sidelights on business methods otherwise unobservable." Because of the bulk of certain routine series, sampling is suggested. The leaflet concludes, "When in doubt, keep everything and ask for expert advice," an admonition which all of us can second.

The Business Archives Council is doing a commendable job in spreading thus widely an appreciation of the significance of business records and in setting up procedures (though of necessity at the beginner's level) for their handling. The publications may be obtained from the Council, 9, King's Bench Walk, Temple, E. C. 4, London.

ROBERT W. LOVETT

Harvard University

Preservation and Storage of Sound Recordings; a Study Supported by a Grant From the Rockefeller Foundation, by A. G. Pickett and M. M. Lemcoe. (Washington, Library of Congress, 1959. vii, 74 p., illus. 45¢. For sale by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C.)

The work reported in this publication was performed at the Southwest Research Institute, San Antonio, Texas, for the Library of Congress, and supported by the Rockefeller Foundation. This appears to be the first systematic effort, reported in the literature, to define the problems associated with the preservation and storage of sound recordings and to make suggestions for their solution. After a brief introduction, the report is divided into four main sections: (1) factors relating to the degradation of sound recording materials; (2) the study of phonographic discs; (3) the study of magnetic tape; and (4) recommendations for future work. The one-year project was regarded as a preliminary study in the new field of preservation of sound recordings.

The purpose of this study was to investigate the deterioration of discs and tape recordings in storage in order to establish optimum storage conditions and to suggest proper use techniques. The effects of heat, light, fungus, grit, moisture, and storage conditions were studied in relation to the preservation of acetate, shellac, and vinyl discs and of acetate and polyester magnetic tapes.

The authors point out that resistance to degradation is built into a product at the time of its manufacture, and that most sound-recording materials were designed for play-back qualities and low cost rather than for longevity. The only way to correct this situation is to develop suitable specifications, including formulation and manufacture, for suitable recordings with a maximum storage life. It is concluded that the demand for sound recordings of maximum longevity is probably sufficient to justify their manufacture.

The very difficult task of predicting shelf life was attempted by the technique of accelerated aging, *i.e.*, maintaining the product in an environment that increases the usual rate of degradation. The authors emphasize that accelerated aging can seldom give an accurate picture of the relative aging rates of different

materials, but it is a very useful ally in predicting the probable useful life of a product. When used in conjunction with other information, fairly good "educated guesses" can be made concerning the longevity of sound recordings.

On the basis of the work performed during this project, and information available in the literature and through the cooperation of manufacturers, recommendations are made for the storage of phonograph discs and magnetic tapes. These recommendations are too lengthy to summarize in this review.

The recommendations for future work are so much to the point that the suggestions for implementing a continuing program on the preservation of sound recordings are quoted here:

. . . it would be unthinkable not to take advantage of the wealth of knowledge which has been accumulated by those in industry . . . Such a project would involve public relations as well as the cooperation of many people of such diverse disciplines as library science, solid state physics, sound recording, plastics technology, and chemistry. If one were to adopt successful precedent, the formation of a committee for the Preservation of Sound Recordings is indicated. Such a group formed of people with a mutual interest in the problem and with the desire and ability to contribute to the development of longer lived sound recordings could achieve dramatic results in this field which would not be attainable by any single research effort or organization of limited viewpoint. The main obstacle to progress in this field seems to be the lack of communication between the different disciplines, and this should be easily overcome by such an approach.

The Library of Congress and the Rockefeller Foundation are to be commended for their foresight in initiating and supporting this work. The report indicates that the project was exceptionally well planned, coordinated, and executed. It is obvious that the group approach, *i.e.*, bringing together a number of specialists from widely different scientific disciplines, has been used to good advantage.

This report is required reading for all individuals and organizations having collections of sound recordings that are to be preserved for many years.

WILLIAM K. WILSON

National Bureau of Standards

Suspect Documents; Their Scientific Examination, by Wilson R. Harrison. (New York, Frederick A. Praeger, 1958. viii, 583 p., illus. \$15.)

This book of 583 pages has 15 chapters on "suspect documents" (in this country commonly called questioned documents). It covers more details on the various subjects in the field of document examination than any other book published so far in Great Britain, and it includes many of the most recent methods employed in document examination, as well as valuable historic dates. In addition, it offers attorneys and investigators very valuable information regarding document cases before they reach the document examiner.

Suspect Documents is well indexed and appends to each chapter a bibliography on the subject covered. (This is of much value to the document examiner who wishes to do research work.) It also contains a glossary of words commonly used in document examination. Although the book is well illustrated,

the cuts are not of very good quality; but of course this is the fault of the printer — not of the author.

The first five chapters introduce the reader to the work of the document examiner and to the necessary equipment. The author describes the various materials that enter into the making of most documents (such as pens, pencils, paper, inks, adhesives, ball point pens, and crayons) and describes the equipment that should be included in a fully equipped laboratory for document examination. A thorough explanation is given of the many uses of the various pieces of equipment such as optical instruments, chemical equipment, illuminating and measuring devices, ultra-violet and infra-red light and x-ray, and the infra-red image converter. Procedures are given for solving problems involving erased and faded writing, charred documents, and paper fiber identification; and the author describes the use of chromatography and electrophoresis in the examination of inks. Chapter 6 describes the photography of documents and includes practical instruction on the use of cameras, lenses, illuminating devices, and filters.

Every practicing document examiner should not only read but should study thoroughly chapter 7, "Dating Problems." Dr. Harrison includes in this chapter very valuable date information concerning paper fibers, coloring matter, bleaches, fillers, inks, and pencils; it should be remembered, however, that this dating information is based on information available in Great Britain and may not necessarily be the same in the United States. Also included in this chapter are problems involving writing over folds and sequence-of-stroke problems, which are exceptionally well covered.

The fundamental principles of typewriting identification are clearly explained in chapter 8, which explains why this has become extremely difficult in the past few years. Your reviewer disagrees, however, that this is particularly true in Great Britain as compared to the United States, for the same typewriting problems that confront Great Britain are present also in our country.

The many problems involved in handwriting identification are thoroughly explained and illustrated in chapters 9, 10, and 11. Included in this portion of the book are problems involving "block writing," which is commonly referred to in this country as handprinting. Had there been a separate chapter on handlettering problems the author could have covered more fully this phase of document examination. Disguised writing and simulated writing problems are described, and the author warns the reader of the pitfalls of identifying a disguised writing and of identifying the writer of a simulated signature. He discusses in his chapter on forged signatures the problems presented when genuine signatures are charged with being forgeries. It might have been well to have separated these two subjects.

The last three chapters consist of valuable advice to the investigator and/or attorney as well as to the document examiner. Suggestions are made on the selection of a document examiner, standards of comparison, and the care and protection of documents. Chapter 14 is an excellent treatise on the subject of anonymous letters; it offers suggestions regarding the initial investigation, a

description and classification of various kinds of anonymous letters, and suggestions regarding interviews with suspects and recipients of anonymous letters.

A word of warning to the reader of chapter 15, which describes a document case in court. The author is referring to British courts, the customs and traditions of which are not always the same as ours. For instance, Dr. Harrison describes the equipment that one should take to the courtroom for examination of documents while on the witness stand. There are few qualified document examiners in the United States who would attempt to examine a document while on the witness stand.

There can be no question but that the author of *Suspect Documents* is a highly qualified and experienced examiner of questioned documents, and the basic principles and reasoning set out in his book are exhaustive and sound. This reviewer finds, however, that much of this work is tinted with the thoughts and experiences of a document examiner whose work has been primarily in law enforcement — as opposed to civil practice. Nevertheless, *Suspect Documents* thoroughly covers more subjects on document examination than any book published in the last few decades. It is highly recommended to investigators of document matters, attorneys, and students of the subject. Every practicing document examiner should study this book and have it available for reference. Those of us in the document examining profession owe a debt of gratitude to Dr. Harrison, who has so ably put into print his marvelous storehouse of knowledge regarding this highly specialized profession.

GEORGE J. LACY

President, American Society of Questioned Document Examiners

DESCRIPTIONS OF RECORDS

Picture Sources; an Introductory List, ed. by Helen Faye. (New York, Special Libraries Association, 1959. 115 p. \$3.50.)

It is a great pleasure to see the fruition of a project that has long been of special interest to archivists and librarians concerned with pictorial source material. This new publication has an interesting history. In 1947 the Association of Federal Photographic Librarians was founded in Washington, D. C., for the special purpose of compiling a guide to picture sources in the Federal Government and the District of Columbia. Preliminary guides were compiled in 1949 and 1950 by this group and its Committee on Publication headed by Josephine Cobb of the National Archives. In 1952 this group joined the Special Libraries Association and was designated the SLA Picture Division. *Picture Sources*, issued by the Division, is the long-awaited guide, enlarged to cover national picture sources.

The book is divided into several subject classes such as "Commerce and Industry," "Military Subjects," or "Transportation." Particularly extensive is "History." In each division are entries covering individual collections, giving all necessary information such as name of institution, address, telephone, and name of custodian, followed by an indication of the size, type, and contents of each collection and the availability of items. At the end of each division there

is a section on "Picture Finding Tools," an extremely helpful aid for further research in the particular field.

One division, "General Picture Collections," includes the holdings of the National Archives and the Library of Congress, and another covers "Specialized Subject Collections" such as pictures pertaining to money, buccaneering, and Girl Scouts. Two indexes increase the usefulness of the publication, one an index of picture sources and the other a subject index.

This compilation is a monumental task, for information on photographic collections in the past has been almost in the category of trade secrets. It fills a long-term need for writers, historical researchers, and the communication media. However, the Committee considers this guide as provisional only, and it requests contributions and corrections for future editions. It is true that there are many types of subject classes — scientific or technical, for instance — that should be included or expanded. Not mentioned are some of the more valuable collections such as those of the U. S. Air Force and the American Museum of Photography in Philadelphia. These are details, however, that can be corrected in the next edition. In the meantime one can applaud a most useful publication.

HERMINE M. BAUMHOFFER

USAF Motion Picture Film Depository
Wright-Patterson Air Force Base

Manuscript Collections in the Columbia University Libraries; a Descriptive List. (New York, Columbia University Libraries, 1959. v, 104 p.)

The Columbia guide to manuscripts lists 294 collections held by several libraries of the University. The descriptions, arranged alphabetically, include title of the collection, type of manuscripts, dates, size, location, a brief note on scope, source, and restrictions. Not included in the list are several thousand miscellaneous letters and documents not a part of a group or a homogeneous collection.

The holdings are varied, both in type and in subject matter. The major kinds of collections are personal papers, special subject collections, archives of the university, organization records, and transcripts of interviews produced by the Oral History Research Project.

The varied subject matter indicates that collecting policies have not restricted the acquisition of material to a particular period, geographic area, or subject. Personal papers of faculty members, administrators, and students, as well as units of university records and subject-matter collections gathered through the interest of faculty members, follow lines frequently pursued by university archival establishments. In addition, however, the libraries have gathered personal papers of businessmen, politicians, writers, musicians, and lawyers; business records; and archives of such organizations as the Carnegie Endowment for International Peace and the New York (City) Charter Commission.

Much of the basic work on this guide was done by Edward C. Lathem and J. Terry Bender when attending Columbia's School of Library Service, and its completion has been the work of Kenneth Lohf and Alice Bonnell of the Department of Special Collections. These and the several other persons who

collaborated to produce the volume have done a thoroughly professional piece of work. They have succeeded in the difficult task of incorporating into their descriptive list the best features of the true guide.

LUCILE M. KANE

Minnesota Historical Society

Guide to Manuscripts and Archives in the West Virginia Collection, comp. by Charles Shetler. (West Virginia University Bulletin, series 59, no. 10-1, Apr. 1959; Morgantown, West Virginia University Library, 1958 [i.e. 1959]. x, 160 p.)

The West Virginia Collection, established in 1950 at the University of West Virginia, had its origin in the Division of Documents of the University of West Virginia Library. For many years Dr. Charles H. Ambler, Head of the History Department, had been concerned that the original records of the State were being scattered and lost. Dr. Ambler worked tirelessly to see an agency established to collect and adequately preserve the sources of the history of the State. In 1933 this task was partially accomplished when the Division of Documents was established as a part of the University Library. Dr. Ambler was the first head of the Division of Documents. He was assisted by Dr. Festus P. Summers, who was appointed Archivist in 1935. They worked together to build the collections and were remarkably successful in spite of handicaps of inadequate financial support and clerical staff.

During World War II the Division of Documents suffered an eclipse. In 1950, however, the West Virginia Collection was established to carry on the work for which the Division of Documents had been set up. During this period the Collection has grown tremendously and now numbers in its manuscripts and archives some three million items.

This guide describes material acquired from 1936 to June 1958. It covers approximately 1,130 collections. The entries are divided into two sections. The first includes material acquired before 1957 and the second records acquisitions since that time. The arrangement of the entries is alphabetical by the name of the collection. Information given for each collection includes dates covered and the source from which each was acquired. The annotations include the following data: biographical information about the persons whose papers are included, discussion of the subject matter, and lists of correspondents.

A detailed index includes entries for names of persons and organizations, geographical areas, subjects, and types of records. Among the subjects covered are agriculture, churches, railroads, coal mining, roads, the Revolutionary War, the Civil War, and printers and printing. The records of many counties and of a number of families are listed. Types of records included are accounts and account books, authors' letters and papers, broadsides, diaries and journals, herd books, lawyers' papers, maps, photocopies, photographs, and physicians' papers and records. Among the collections of papers listed are the papers of State Governors Arthur I. Boreman, Aretas B. Fleming, and Albert B. White, and U. S. Senators Johnson N. Cawden, Harley M. Kilgore, Henry G. Davis, and Stephen B. Elkins. Some of the larger collections are those of Ira E.

Robinson, member of the West Virginia Legislature and judge of the Supreme Court of the State, and Waitman T. Willey, one of the founders of the State.

While most of the groups of papers in the West Virginia Collection are primarily of State and regional significance, there are a number of letters from such persons as Abraham Lincoln, Grover Cleveland, James G. Blaine, Andrew Carnegie, James A. Garfield, Ulysses S. Grant, William Howard Taft, Theodore Roosevelt, and J. P. Morgan.

This guide will be indispensable to scholars of this region. Its compiler, Charles Shetler, and the staff of the West Virginia Collection are to be congratulated on their accomplishment.

JACQUELINE BULL

University of Kentucky Library

DOCUMENTARY PUBLICATIONS

American Jewry Documents Eighteenth Century; Primarily Hitherto Unpublished Manuscripts, ed. by Jacob Rader Marcus. (Publications of the American Jewish Archives no. III; Cincinnati, Hebrew Union College Press [distributed by University Publishers, Inc., 59 East 54th St., New York 22, N. Y.], 1959. xix, 492 p. \$8.50.)

While Dr. Marcus hopes the "amateur historian, the beginning student, and the nonprofessional reader" will use his latest work, the happy fact is that most professionals in those categories can also use it. Being professionals, they will of course have some reservations about it.

The editor has grouped his 196 rubrics (many containing more than one selection) into four sections: The Personal Life; The Religious Life; The General Community; and Commerce and Trade. Each item of the 196 is preceded by an "appropriate introduction" indicating the background, importance, relevance, or fascination of the document or documents that follow. Deliberately, each introduction stands alone and repeats, if necessary, data given in other such notes. As a result, one can dip into this source book at random and be fairly well oriented. On this count, the neophytes have Editor Marcus to thank.

The professionals, however, can grumble with some correctness that such editorial generosity, printed, let it be noted, in a larger point of type than the sources, has the unintended result of making Dr. Marcus' comments more attractive reading than his documents. The type size and the amplitude of these introductions make them overshadow the very texts they are intended to illuminate. But if the pros grumble, the neophytes are grateful.

Throughout this work any reader comes again and again to the realization that the Jew in eighteenth-century America — including Canada — differed from his contemporaries here only in being a Jew. Religion only made the difference, and it made less of a difference in the New World than in the Old, thanks to fewer restrictions here. That a Jewish slaveholder, for example, was pretty much like other colonial slaveholders the following extract from a letter

in Dr. Marcus' book by Meyer Josephson in Reading to Michael Gratz in Philadelphia, July 25, 1762, makes clear (the translation from the original Yiddish is Dr. Marcus'):

I also inform you that I may again sell my nigger wench at a profit. So if a ship with niggers should arrive, or a ship with [indentured] Germans, you will let me know, because I cannot manage without a servant. The wench I now have has two virtues, both bad ones. First, she is drunk all day, when she can get it, and second, she is mean, so that my wife cannot say a word to her. She is afraid of her. How did all this happen? A free nigger here wants to court her and to buy her from me. I don't want to give her away for less than 110 pounds, with her bastard, because I bought the bastard too. At present she costs me 90 pounds. So if I can make out with her, I think it is best to let her go and get another. So if you should have occasion to hear of a good nigger wench, or of a good servant, you will inform me.

Countless other sources could be adduced to prove the fact of Jewish kinship with the rest of eighteenth-century American society. It is a point Dr. Marcus first makes in his preface. Both beginners and veterans will admit that his texts bear him out.

Most of the time the amateurs have the better of the argument with the professionals. Designed for a specific audience, Dr. Marcus' book has met that need, and that audience will read it. So will the other audience, even as it hopes that Marcus will one day meet its professional needs by providing it with a guide to manuscripts for the study of the Jew in America. In short, the present collection has also served to whet the archival appetite.

MALCOLM FREIBERG

Massachusetts Historical Society

Texas Indian Papers, 1825-1843, ed. by Dorman H. Winfrey, James M. Day, George R. Nielsen, and Albert D. Pattillo. (Austin, Texas State Library, 1959. 298 p. \$5.25.)

This is the first volume of a proposed three-volume series bringing into print the papers and documents in a file in the Texas Archives labelled "Texas Indian Papers." This volume covers the period 1825-1843; the second volume, for which plans are already under way, will cover the years 1844 and 1845. A third volume would be necessary to cover the early years of Texas statehood. Texas historians will want this series completed in the fine style in which it has been started, and it is to be hoped that the Texas Library and Historical Commission will provide the necessary funds.

The present Archivist, Mr. Winfrey, who prepared this volume for publication, has had a strong background in historical editing, and the present volume speaks well of his experience and his ability. The book evidences painstaking transcription and proof reading. A comment, in no way derogatory, should be made: the editorial work is limited to transcription. No notes of explanation or identification accompany the documents. These would, in the main, have been superfluous and unnecessary because of the availability of the *Handbook of Texas* (published by the Texas State Historical Association in 1952). This historical encyclopedia, virtually unique among State histories,

makes minute identifications of personalities and events of Texas history unnecessary.

Nevertheless, there are a few places where editorial notation might have been used to advantage. For example, several of the items in *Texas Indian Papers* have been printed previously in other works, and at least one (no. 35) appeared elsewhere with a different date. Notes on these items might have been helpful to some scholar some day. Another refinement would have been notes indicating the physical appearance of the original with the customary manuscript symbols of ALS, LS, DS, etc., as well as the number of pages of the original.

But such things are minor, especially when one considers the limited budget on which the book was issued. The work itself is an important contribution to the published sources of Texas history now available to historians. These 217 numbered items, many two or three pages in length, give added perspective to the problems of the infant Republic. Of especial value are the many documents relating to the Cherokee and East Texas Indian situation. As with any bulk collection of papers, some of the items are far more interesting than others. The detailed report of J. C. Eldredge on a special Indian Council at Bird's Fort, on December 8, 1843, covering 25 printed pages, is of substantial worth to historians, as are a number of previously unpublished statements of Sam Houston and M. B. Lamar relative to Indian affairs.

The archival file here published is an artificial one, which grew undisciplined in the early years of the Texas archives as clerks, researchers, and custodians pulled documents and letters that related to Indian affairs from the files of other departments. There is no assurance, however, that the "Texas Indian Papers" include all the archival material relating to the subject; indeed, the published and unpublished files of other departments of the Texas government still hold many Indian items. Although one may deplore the lack of system that characterized the great Texas archives in the past, one can be grateful that steps like this are being taken to continue to make available in published form the documents of the Texas heritage.

The book itself is nicely printed and bound — a real credit to the Texas Library and Historical Commission. Although it is an insignificant matter, this reviewer must express an objection to the copyright notice. Other than Mr. Winfrey's two-page introduction, it seems unlikely that any of the material in the book is copyrightable. The availability of these manuscripts to the general public without restriction in the Texas archives is the equivalent of "general publication," and has placed them unequivocally in the public domain.

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Abstracts of Foreign Periodicals

LESTER K. BORN, *Editor*

Library of Congress

GERMAN DEMOCRATIC REPUBLIC

The periodical *Archivmitteilungen* (Archival News), which first appeared in 1951, is the professional periodical of the archivists of East Germany. A quarterly, it is published by the State Archival Administration of the Ministry of Interior of the German Democratic Republic at Potsdam, and each issue usually contains articles and reports on theory, administration, practices, and techniques in the field of archival science; reviews of books and periodicals pertaining to archives; and minor news items. The average issue has 35 pages with two columns on each page.

Archivmitteilungen, 1958, NO. 1.

Aufruf zur Gründung der "Deutschen Historiker-Gesellschaft" in der Deutschen Demokratischen Republik (Appeal at the time of the founding of the German Association of Historians in the German Democratic Republic). P. 1.

The founding Congress of the German Association of Historians was held on March 18 and 19, 1958, at Leipzig. The appeal is addressed to all historians, professors of history, friends of historiography, archivists, librarians, museum curators and aides, and private researchers in the German Democratic Republic because these 'persons influence the political beliefs and attitudes of the East German people. The expansion of communism (*Sozialismus*) in East Germany, the fight for peace, and the reunification of Germany demand that historians and teachers of history show that the very existence of the German people is dependent upon a tenacious fight against imperialism, militarism, and neo-fascism; and that communism for all of Germany is the sole and single goal, attained only when the German people work in unity with other communist peoples.

BECK, FRIEDRICH, *Zur Geschichte des Brandenburgischen Provinzialarchivs und heutigen Landeshauptarchivs in Potsdam* (The history of the Provincial Archives of Brandenburg, the present Main Archives of Land Brandenburg, in Potsdam). P. 2-14.

The reorganization of the Prussian government during the early nineteenth century resulted in the transfer of masses of records from their old locations not to an archival repository but to new administrative authorities. This situation existed until the middle of the nineteenth century when the pressure of mass caused several authorities to request transfer of the historically valuable records to archival institutions. In the 1860's the *Geheimes Staatsarchiv* (Secret State Archives) was designated *Staatsarchiv für die Provinz Brandenburg* (State Archives for the Province of Brandenburg). The need to establish a separate Provincial Archives for Brandenburg had been apparent for a long time, but Brandenburg's archival fate, because of its history and location, remained intertwined with that of the Prussian national *Geheimes Staatsarchiv*. When, in 1874, the *Geheimes Staatsarchiv* was reorganized into three divisions the third was the *Brandenburgisches Archiv*. To it were assigned the records of Brandenburg. It was not until 1883 that Division III of the *Geheimes Staatsarchiv* was deactivated and redesignated *Brandenburgisches Provinzialarchiv* (Archives of the Province of Brandenburg). Even so, the *Provinzialarchiv* remained under both the administrative and technical direction of the *Staatsarchiv* until 1931. During the period 1883-1931

records of the top and intermediate provincial authorities and of the local and institutional authorities were accessioned. During the early 1930's, of the *Staatsarchiv's* 15 professional employees, 4 were working full time, and 3 part time, on the records in the custody of the *Provinzialarchiv*.

The rebuilding of administrative authority in East Germany under the chaotic conditions existing after World War II was most difficult. This was especially true for the Province of Brandenburg, which suffered serious destruction, was greatly reduced in size, and was all but separated from its main city of Berlin. Since the archives in Berlin-Dahlem were in the main destroyed, and since the record groups evacuated to the salt mines were to remain there for a long time, the records of the provincial administrative authorities (which had been retained — in spite of considerable pressure applied by the *Staatsarchiv* — by the administrative officials in whose offices they were housed) became the seed for the regrowth of the *Provinzialarchiv*, now called *Landeshauptarchiv* (Main Archives of Land Brandenburg).

In 1946 the Soviet military authorities had established the *Aktenstelle der SMA* (Documents Collecting Place of the Soviet Military Administration), which threatened to displace the *Landeshauptarchiv*. There was also the perennial threat that the *Landeshauptarchiv* would be absorbed within the East German *Zentralarchiv* (Central Archives). In 1949 the Soviets abandoned their *Aktenstelle der SMA*; during the same year the *Landeshauptarchiv* was placed securely under the administration of the Minister of Interior; and in 1955 the *Zentralarchiv* moved out of the jointly occupied building. The main postwar tasks have been to bring to the repository the records from the salt mines and other locations, and to repair, reorganize, and redescribe the records in custody. In 1951 the staff consisted of a professional archivist (*Wissenschaftler*) and 6 other employees (*Angestellte*). The 1958 staff consists of 6 professional archivists, 10 intermediate archivists (*des mittleren Dienstes*), and 27 other employees. The annual budget increased 600 percent during the same years. The number of users of the records rose from 74 in 1954 to 338 in 1957. Currently (1958), the total record holdings of the *Landeshauptarchiv* of Brandenburg amounts to 16,000 linear meters (of which 75 percent is available for reference use) assigned to three divisions as described in the following three articles.

SCHMID, IRMTRAUT, and DOHME, GOTTFRIED, *Die Abteilung I. des Brandenburgischen Landeshauptarchivs* (Division I of the Main Archives of Land Brandenburg).
P. 14-20.

The *Landeshauptarchiv* of Brandenburg has three divisions to coincide with the three levels of provincial administration in Prussia. Division I encompasses the records of the top officials, institutions, and the autonomous organs within the Land or former province, divided into two groups: ante 1945 and post 1945.

The records of Group 1 were under complete archival control prior to World War II, but the destruction of records caused by the war was extensive. Twenty-two record groups were wholly or partly lost. Consequently, the work on Group 1 consisted of reorganizing, reinventorying, and redescribing the records that survived. Most of this work has been completed and the records are available for research.

The records of Group 2 comprise the recent records: those of the government of Land Brandenburg, 1947-52, and of its predecessor, the Provincial Administration of the Province of Brandenburg, 1945-47. Group 2 records came into the repository not as archives but as active records and, therefore, require screening in order to separate the temporary from the permanent. The permanent records must then be inspected, repaired, arranged, and described. A record group plan — with 17 record groups — was prepared. Generally speaking, the records after 1945 are not yet under proper control. Very little private research has been conducted, mainly because of the condition of the records and the inadequacy of the finding aids. One exception is Record Group 65A, *Minister für Volksbildung — Wissenschaft und Kunst* (Minister for Public Education — Science and the Arts). Private researchers use these records extensively because of the great current interest in school reform for East Germany.

KNAACK, RUDOLF, *Die Abteilung II. des Brandenburgischen Landeshauptarchivs* (Division II of the Main Archives of Land Brandenburg). P. 20-23.

Division II contains the records of the governing authorities at the intermediate level, filed within 13 record groups. All these records had been evacuated during the war and none were damaged. During the period 1945-49, however, the records in the custody of the government at Frankfurt-on-the-Oder were damaged considerably while housed in government buildings. According to unverified information the following records are alleged to have been burned or sold as waste paper: records of the *Geheime Staatspolizei* (Gestapo) and those pertaining to police, politics, industrial health, and municipal and financial matters. On the other hand, the records of the government at Potsdam were turned over to the *Landeshauptarchiv* almost in their entirety. The police records were an exception to this; many had been destroyed before Soviet troops arrived in 1945.

Currently, Division II has approximately 6100 linear meters of records. The arrangement and description work initially was concentrated on the records of the state police and those of the Potsdam Government. The Potsdam Government record group is completely organized and is being serviced for reference. The main work for 1958 is directed toward the arrangement and cataloging of the records of the Frankfurt-on-the-Oder Government. When 1957 ended, about 83 percent of all the records in Division II was available for reference use. During 1956, 219 reference requests were completed, of which 146 were for administrative and 73 for scholarly purposes.

ENDERS, LIESELOTT, *Die Abteilung III. des Brandenburgischen Landeshauptarchivs* (Division III of the Main Archives of Land Brandenburg). P. 24-27.

Division III has in its custody the records of the local authorities and institutions of Land Brandenburg up to and including 1952: the officials for the districts, schools, construction, administration of state property, and the lower courts; the private papers of the owners of large domains, manors, and estates, which by a decree of 1945 became official property; and the communal administrations, mainly cities.

Of 42 record groups listed in the 1939 *Guide* only 5 and portions of 2 others were evacuated to the salt mines. Those left behind were almost all destroyed when the repository at Berlin-Dahlem burned in the spring of 1945. As a consequence, when the Brandenburg Archives began to function again in 1949, there were only 1250 linear meters of records to be assigned to the custody of Division III. By 1957 the record holdings measured 5750 linear meters. The author lists the record groups, showing for each one the series destroyed and the new series added. One thousand linear meters of records, still in administrative offices, have been earmarked for an early transfer to the *Landeshauptarchiv*. It was not until 1953 that any systematic descriptive work on the archives in Division III could be done, and this began with the preparation of new finding aids for the old archives that had survived. All finding aids were destroyed in the fire of the Berlin-Dahlem repository. Sixty percent of the records of Division III are now (1958) sufficiently described to permit reference service.

VORONIN, I.D., *Archivbauten nach Typenentwürfen* (The construction of archival repositories according to standard plans). P. 27-32.

This article, written in Russian, first appeared in the periodical *Storiceskij Archiv* (Moscow), 1957, no. 3, p. 247-253. The physical protection of archives is one of the important responsibilities of archivists in the Union of Soviet Socialist Republics. The space pinch is being felt in many of the archives in Soviet districts, areas, and republics. Experience has proved that it is more economical to erect new archival buildings than to convert old buildings designed originally for other purposes. The U.S.S.R. has taken significant steps for the protection of its archival *fonds*: during the next several years it will build archival repositories containing a total of 800,000 meters of shelf space. The U.S.S.R.'s Central Planning Office (*Zentrales Projektierungsbüro*) of the Ministry of Interior has prepared plans for three standard types of repositories

for Soviet areas and districts. These are (1) a building having a storage capacity for 1,200,000 documents — figuring 200 sheets to the average document — with a floor space of 12,670 and a shelf space of 12,600 meters; (2) a building having a storage capacity for 240,000 documents with a floor space of 2,450 and a shelf space of 2,568 meters; and (3) a building having a storage capacity for 18,000 documents with a floor space of 253 and a shelf space of 210 meters. Two basic conditions are prescribed for these repositories: they must assure complete protection of the records, and they must be so constructed as to facilitate the work of employees and researchers in an atmosphere conducive to good health.

The author devotes most of his article to the plans for the largest standard repository. This will comprise two identical rectangular buildings (each measuring 16 x 22.4 meters) joined together by a connecting building (23.2 x 14.4 meters). The rectangular buildings serve as the records storage area; the connecting building contains the administrative, working, and reference rooms. All three buildings are three stories high; each story is 3.3 meters high. The administrative building has a basement; the storage buildings have only partial basements. The repository is completely fireproofed. It has electricity but is arranged to take advantage of daylight. The records, kept in cartons, are also protected by double-thick, translucent glass in the windows. The air will be filtered (humidity between 50-60 percent), and thermostatically controlled (14°-16° centigrade). There will be open, adjustable shelves (37.5 centimeters wide) made of fire-resistant wood, mounted on metal supports, and arranged in double rows. The aisle space between rows of shelves is .8 meter, while main aisles are 1.2 meter wide.

When the sites for buildings are selected, tests will be made to assure that the ground is dry. Sites will be chosen outside the vicinity of industrial areas. A photograph and a floor plan for each of the three kinds of repositories are given. Not all archival repositories are to be built along these lines of standardization. The Central Archives of the U.S.S.R., of the Ukraine, of White Russia, and of other U.S.S.R. republics, as well as of several of the larger district national archives, will be constructed from individual plans.

Literaturbesprechungen (Reviews)

Reviews of books and periodicals. P. 33-36.

HERMAN G. GOLDBECK

ITALY

Rassegna degli Archivi di Stato (founded in 1941 as *Notizie degli Archivi di Stato*) is published by the Ministry of the Interior, Central Office of State Archives in Rome. The editorial staff consists of officials of the Central Office. In addition to articles, speeches, and reports, *Rassegna* carries as permanent features a section on legislation affecting the archives; a list of the chiefs of divisions in the Central Office, the members of the Superior Council of State Archives and its executive committee, and the directors of the Central State Archives; and a list of the 92 provincial State Archives (of which 16 are still in process of formation) and the 20 subsections of State Archives thus far organized. The schools of paleography, diplomatics, and archival science connected with the State Archives in 13 cities are likewise listed. There follow announcements of civil service examinations and of employment, transfer, promotion, and resignation or retirement of archivists; lists of books and periodicals received; minutes of meetings of the executive board of the *Associazione Nazionale Archivistica Italiana*; and a list of publications of the State Archives.

Rassegna degli Archivi di Stato, VOL. 18 (1958), NO. 1.

L'attività svolta dall'Ufficio centrale degli Archivi di Stato durante l'anno 1957 (Report of the Director General for 1957). P. 5-34.

The Director General is required by a law of 1911 to make his annual report on the work done in the various State Archives and to present his proposals for the good

of the service to the Minister of the Interior, with a copy to the Superior Council of State Archives. In 1957 the Central Office was able to turn its attention somewhat to the "cultural factor," previously left to the free initiative of "peripheral institutions." There was a shortage of personnel for some of the provincial archives, the number of which was increasing as provided in the 1939 law regulating the archives. An inspection service was set up as required by that statute, permitting separation of inspection work from regular administration. The inspectors not only visit the provincial archives but are required to safeguard the interest of the State in the archives of municipalities, voluntary organizations, families, and certain religious orders (by agreement with the Vatican dating from 1956). A special committee was at work on documents to be published in 1961 on the occasion of the centennial of the death of Cavour. Other committees worked on the anti-termite campaign, the architecture of new archival buildings, and the use of microfilm for modern records. Italian archivists participated in *Stage technique internationale* and the French National Archival Congress at Paris and "Archives Round Table" at Zagreb. A film, *Archivi d'Italia*, produced by the Central Office, was shown in France, Germany, Austria, and Spain. During 1957 documents were collected and preparations made for another film, *1848*. A cultural center at the Milan archives was inaugurated. This and similar events were televised.

L'inaugurazione dell'Archivio di Stato di Cuneo (Inauguration of State Archives at Cuneo). P. 35-37.

BISORI, GUIDO [Under Secretary of State for the Interior], *L'Archivio di Stato di Cuneo e la celebrazione dell'assedio del 1557* (The State Archives at Cuneo and the commemoration of the Siege of 1557). P. 38-41.

Il VII Congresso dell'Associazione Nazionale Archivistica Italiana (Seventh Congress of the Italian National Archival Association). P. 42-139.

Cronaca del Congresso (p. 42-78). — The Congress (held at Perugia and nearby cities, October 3-6, 1957) was attended by archivists, representatives of historical institutes, and the heads of the archives of Belgium, Hungary, Poland, West Germany, Yugoslavia, and the Vatican. After the inaugural address by Senator Guido Bisori, Under Secretary of State for the Interior, in the Notaries' Hall of the Municipal Palace, the participants adjourned to the former Convent of San Domenico to witness its dedication as the new home of the Perugia State Archives. Dr. Antonino Lombardo, Acting Inspector General of the State Archives, read a paper on "International Exchanges of Archivists." Social functions and other papers followed on subsequent days: Prof. Leopoldo Sandri, Acting Inspector General, read a paper on "History of Archives"; Prof. Alessandro Pratesi, Director of the Institute of Paleography of the University of Rome, reported on the "Census of Papal Documents from 1198 to 1417."

Scambi internazionali tra gli archivi o sul metodo delle ricerche archivistiche in campo internazionale (International exchanges among archives, or on the method of archival research in the international field), address by Dr. Antonino Lombardo, p. 79-108. — After describing briefly the historical and biographical studies made by several men of letters who went to other countries in search of material, Lombardo refers especially to a group of Sardinian scholars, interested in historical precedent for the new regional parliament in Sardinia, who in recent years have done extensive research in Spanish archives for the purpose of documenting the history of Sardinia under Spanish rule. The transfer of documents pertaining to a territory from the state that formerly governed it to the state that successively governed it is impractical, but photography permits copies to be made of series that supplement the archives of the present governing state. Even if the program of research abroad is limited to "Italian archival series existing abroad" rather than "sources for the history of Italy preserved in foreign archives," many difficulties remain — for example, the poor condition and lack of order in some of the massive accumulations of documents. The archives of Italy also contain much that is little known and not readily available to foreign researchers. The crisis of the historical sciences — attributed to a lack of

appreciation for erudition as compared with pure thought — is really a crisis of archives and deficiency in their work. The archival worker will have to acquire some of the perspective of the historian in order to evaluate and select what is significant. Every state should have a "National Center of Information for Historical Research" in connection with its central archives office, as France and Spain already have. There should be also a European center of coordination, concerned with Europe's common cultural heritage.

La storia degli archivi (History of archives), address by Prof. Leopoldo Sandri, p. 109-134. — Archeological discoveries that reveal the existence of archives as institutions in very ancient times have raised questions about the evolution of such institutions. The value placed on the archives by a society depended on the uses it made of them. Before the French Revolution archival collections were not open to the public but were kept mainly to confirm titles and to serve as administrative precedents. After the Revolution archives were divided into "modern" and "historical" and were opened to scholars. The proper arrangement and indexing of the file series became the main topic in archival literature. Recognition of the archivist's professional independence was an important development. The existence of well or poorly kept archives in different epochs reflects the political and juridical doctrines of each epoch. It is true that accidental occurrences have sometimes destroyed valuable records, but most of the accidents could have been prevented if the custodians had valued the records more highly. The history of archives, therefore, should include the evolution of attitudes and policies of states toward their records, and more recently of whole peoples and cultures toward records in general. The trend toward centralization (*e.g.*, Napoleon's dream of central archives for all Europe) was intended to serve the convenience of scholars, but it was a mistake to take records from their natural habitat. The inconvenience of decentralized archives can now be minimized by photographing records needed to complete those housed in a particular center. Policies on destruction of records, which often are based on an arbitrary determination of historical value or lack of value, are also subject matter for the history of archives. Economy of space and time is an increasingly pressing necessity in archival administration. The fictitious distinction between modern and ancient archives is breaking down as elements of universality and continuity come to be seen in perspective. The relevance of documents for the history of each period is qualified by the varying manner and purpose of their creation and preservation.

Scambi di archivisti fra Italia e Germania (Exchanges of archivists between Italy and Germany), paper read by Georg Wilhelm Sante, representing the Minister of Public Instruction of Hesse, p. 135-137. — By official invitation, the Hessian archives were visited by Dr. Renato Scambelluri (then administrative chief of the Italian State Archives), Dr. Antonino Lombardo, and Dr. Elio Lodolini, whose visit, it is hoped, will be followed by others. The exchange of archivists has two main purposes: (1) to develop work on a historical theme (for this purpose several foreign states maintain their own historical institutes at Rome); and (2) to study the principles of archival administration as practiced in the foreign country and the connections existing between its archival collections and its history. The second purpose motivated the recent exchange of persons and permitted the visitors to see the difference between the federal system in which each German state has its own archives — to which is added a federal archives at Coblenz — and the centralized Italian system of which each of the provincial branches is considered a part. The Italian system, however, preserves the records of former kingdoms, duchies, and republics in the respective former capitals as parts of the collections preserved in the State Archives of those provincial capitals that were once seats of government for independent or semi-independent states.

CASERTA, ALDO, *Il primo convegno degli archivisti ecclesiastici* (First convention of church archivists). P. 140-150.

Under the auspices of the Church Archives Association, organized in 1956 and sponsored by Eugene Cardinal Tisserant, Librarian and Archivist of the Roman

Catholic Church, the first Convention of Church Archivists was held at Rome, November 5-8, 1957. About 200 persons participated: church archivists, representatives of the Central Office of State Archives, of various state archival and historical agencies, and of the historical institutes at Rome of Austria, France, Germany, the Netherlands, and Poland. The convention opened with a papal audience at Castelgandolfo and an address by the Pope. On subsequent days the participants visited the Secret Vatican Archives and the Central State Archives; heard speeches by Cardinal Tisserant and Angelo Cardinal Roncalli, Patriarch of Venice. The latter referred to the efforts of Ezra and Nehemiah, as recorded in the Old Testament, to collect and preserve historical documents. There were also professional papers by Msgr. Martino Giusti, Prefect of the Secret Vatican Archives and Vice President of the Pontifical Committee for the Church Archives of Italy, on "Functions and Responsibilities of Archivists"; Prof. Giulio Battelli, instructor in the School of Paleography and Diplomatics of the Secret Vatican Archives and also a member of the Pontifical Committee for the Church Archives of Italy, on the "Census of the Church Archives of Italy"; the Rev. Ambrogio Palestra, Archivist of the Archepiscopal Curia of Milan, on "Problems of Arrangement and Preservation"; Prof. Battelli on "Archives and Historical Research"; and the Rev. Ansgario Faller on "Documentation as a Complement to the Archives." A business session to form a permanent organization closed the meeting.

Il discorso del Pontefice al convegno degli archivisti ecclesiastici (Address by the Pope to the convention of church archivists). P. 151-157.

After words of welcome the Pope expressed gratitude for the work of the late Angelo Mercati, for 30 years Prefect of the Secret Vatican Archives, and of his brother, Giovanni Cardinal Mercati, Librarian and Archivist of the Holy Roman Church from 1936. Pius V, Sixtus V, Clement VIII, Paul V, Leo XIII, and Benedict XIII were all notable for their attention to the church archives. It was Leo XIII who opened the Secret Vatican Archives to scholars in 1881. Although this institution primarily aids the Holy See in the administration of the church, it also benefits the civil authorities, and it has been a rich source of material for historians of various countries. The Pope urged church archivists to publish, when possible, the contents of their collections that are of historical interest or useful for pastoral theology and the care of souls.

Rassegna degli Archivi di Stato, VOL. 18 (1958), NO. 2.

L'inaugurazione della Sottosezione di Archivio di Stato di Prato (Inauguration of the Subsection of State Archives at Prato). P. 191-201.

The Subsection of State Archives at Prato was organized by a decree of the Ministry of the Interior dated January 10, 1957, and was opened to the public with dedication ceremonies on June 4, 1958, in the restored Datini Palace.

CASSESE, LEOPOLDO, *Gli archivi e la storia dell'economia degli stati italiani prima dell'unità* (Archives and economic history of Italian States before unification). P. 202-212.

Considerable research in archives antedating the sixteenth century has resulted in a good understanding of the economic life and institutions of the Italian city-states. Because the current interest in economic history of more recent times must contend with a great mass of documents, the archivist (who in the regulations of 1870 was not supposed to choose, explain, or compare, but only to list and make available) can no longer be passive but must guide the historian. The Central Archives Office has thus far published 31 volumes of inventory-guides for the State Archives of Florence, Palermo, Trent, Siena, Naples, Massa, Bologna, Modena, Turin, Perugia, Genoa, and Rome. Most of these show the archivists' predilection for the oldest documents. The State Archives of Rome has published an inventory, prepared by E. Lodolini, of the

records of the Sacred Congregation for Good Government (1592-1847), including those pertaining to taxes, import duties, industries, credit institutions, and land ownership. A special volume (XXIV), *Vita mercantile italiana*, which is practically a catalog of records available in all the State Archives of Italy pertaining to commerce, was prepared in the State Archives of Florence in 1956. Nevertheless, archivists have been more interested in political history than in economic history, and the historian seeking to write the economic history of the Italian states before unification must first reconstruct their administrative organization. The author adds a brief indication of some of the economic records known to exist in the State Archives in 14 cities that formerly were the capitals of independent or semi-independent states.

PAGANO, LUIGI ANTONIO, *La Scuola di Paleografia, Diplomatica e Archivistica dell'Archivio di Stato di Palermo* (The School of Paleography, Diplomatics, and Archival Science of the State Archives at Palermo). P. 213-222.

The Parliament of Sicily in 1812 provided for gathering the island's records into one building, but the resolution was not carried out until the Bourbon régime in 1843 made definite arrangements and at the same time founded the School of Paleography. The students were required to work in the Archives. The first head of the School was Prof. Salvatore Cusa, noted as an Oriental scholar, who was appointed in 1855. In 1860 the chair of paleography was attached to the University of Palermo although the lectures continued to take place at the Archives. Other distinguished archivists (whose careers and publications are described) succeeded Cusa as director. The director introduces the faculty and outlines the courses offered in 1957-58.

DURYE, PIERRE, *Les nouveaux rayonnages mobiles du type "dense" ou "compact" aux Archives Nationales de France* (The new movable compact shelving at the National Archives of France). P. 223-226.

SALADINO, ANTONIO, *Aspetti del problema per la ricerca delle fonti per la storia della riforma amministrativa durante il Decennio francese* (Aspects of the problem of locating sources for the history of administrative reform during the French Decade). P. 227-244.

The ten-year Napoleonic rule of southern Italy overthrew feudalism, suppressed certain religious entities, created national properties, transformed tax-collecting contracts into a national debt system, abolished ancient offices, and set up a modern administration with separation of powers. The defeat of the Napoleonic forces did not result in abolition of the new order, which persisted and became the foundation of the modern Italian state. High officials carried away important records, most of which eventually (some only recently) ended up in the National Archives of France or in the archives of certain French ministries. Other records of the period remained in Naples; some of these were destroyed in World War II. The author gives a detailed account of the peregrinations and present whereabouts of record series and collections pertaining to the period, describes the work so far done by archivists and historians, and notes the work remaining to be done in this field.

DEL PIAZZO, MARCELLO, *Le "carte di corredo" di alcune serie di atti della Repubblica Fiorentina* (The "reference papers" of certain series of records of the Florentine Republic). P. 245-276.

Three volumes of documents dated from 1176 to 1775 pertaining broadly to legislation and containing various exhibits — papers that originally were protocols to other documents or supporting documents, lists, registers, and miscellaneous items not always filed according to any system — are the subject of this study. The contents of the volumes are carefully listed, indexed, and referred to the regular series to which they form a sort of appendix. Their earlier arrangement is restored so that their significance becomes more understandable.

GEORGE C. REEVES

News Notes

DOROTHY HILL GERSACK, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The *General Index to the American Archivist, Volumes I-XX, January 1938 to October 1957*, was published at Cedar Rapids, Iowa, by the Society of American Archivists, on February 15, 1960. The price of the index is \$6 a copy to members of the Society and \$8 to *American Archivist* subscribers and others. Orders with checks in the appropriate amount should be sent to Leon deValinger, Jr., Treasurer, Hall of Records, Box 710, Dover, Del.

As of February 8 the following members had joined the Society since our last reporting:

INDIVIDUAL MEMBERS: Hon. Randolph W. Church, Richmond, Va.; Nicholas Falco, Bronx, N. Y.; Mrs. James T. Philpott, Camp Hill, Pa.; Maria M. Proctor, Brooklyn, N. Y. INSTITUTIONAL MEMBERS: Wheaton College Library, Wheaton, Ill.

MINUTES OF THE COUNCIL

Philadelphia, October 6, 1959

The Council meeting was called to order by President Oliver W. Holmes at 8 p.m. in Suite 1398 of the Benjamin Franklin Hotel, Philadelphia, Pa., with the full complement of officers and Council present.

On motion of Thornton Mitchell, seconded by Herman Kahn, it was unanimously voted to dispense with the reading of the minutes, since they had been circulated and approved and were so published in the *American Archivist*.

The president immediately announced appointments to two major committees. These were:

(1) *Advisory Committee on Long Range Planning*. As members, Christopher Crittenden, Morris Radoff, Robert Bahmer, Herbert Angel, Ernst Posner. The remaining two members will be announced at a later date. A chairman has not as yet been designated. On motion of Wayne Grover, duly seconded and adopted by Council, the committee was charged with giving priority to the study of three specific areas of exploration for recommendations to Council. These areas are the functional problems of the Society in the light of its increased membership and more complex organizational pattern; the possibilities for development of a permanent secretariat; and recruitment and training.

(2) *Civil War Centennial Committee*. No chairman designated at this time, but members appointed are Dallas Irvine, Robert T. Quarles, Richard Wood, Sidney Forman, and Clement M. Silvestro.

Mrs. Bryan reported that, as vice president, her work had been primarily concerned with orienting herself as to presidential duties and that she had worked closely with Mr. Holmes on committee appointments and other pertinent matters.

The secretary reported on various assignments that she had been directed to carry out, among which were communications with members of Congress in support of legislation which the Society deems of importance to archival interests on (a) microfilming of Civil War records and (b) amendment of surplus property legislation to include historical societies and archives.

Treasurer deValinger gave an oral report on the current finances of the Society and filed with the secretary a copy of the quarterly financial report.

Mr. Bauer gave his report as retiring editor of the *American Archivist*. He indicated that he had been working closely with the editor-elect, Kenneth Munden, who is prepared to handle the January 1960 issue. Editor Bauer advised Council that the index to the *American Archivist* should be ready in December. He also noted that the costs were going to be approximately 10 percent higher than estimated.

Council next heard a narrative report by Council member Herman Kahn covering his assignment to represent the Society at a meeting initiated by President Clifford Lord of the American Association for State and Local History at Cooperstown, N. Y., September 19, 1959. There were representatives from professional associations and societies having a community of interest in discussion of problems of possible concern to all. Participating in the Cooperstown meeting in addition to Mr. Kahn were the following: Messrs. Clement M. Silvestro, Edward Alexander, Richard Howland, Frederick L. Rath, Jr., Joseph Allen Patterson, Jr., S. K. Stevens, and Louis Jones. Topics for discussion centered around (1) group insurance contract with John Hancock Insurance Company open to institutions holding membership in the American Museum Association and fulfilling certain specified requirements; (2) recruitment of personnel; (3) maintenance of professional standards (in this connection, the question was raised as to possible action by the Society where dismissal occurs of a qualified and competent archivist for political reasons; on motion of Wayne Grover, seconded by Leon deValinger, it was determined that a question of this nature would be referred to the Committee on Professional Standards for study and recommendations for action); (4) information center being established in Washington by the American Museum Association; and (5) legislative needs to extend eligibility to receive Federal surplus property to museums, State historical societies, and archives. The meeting merely explored various facets of these questions and the mutuality of interests. Mr. Kahn was favorably impressed with the meeting and the information developed. He reported that the general consensus was that periodic meetings along similar lines would be beneficial and that he would recommend that the Society continue to participate. A detailed report of the conference was filed with the secretary, together with a brochure outlining the group insurance plan.

The secretary then read a letter from David Duniway, which pointed up the necessity for any delegate to the Fourth International Congress on Archives at

Stockholm to be fully informed on the requirements for participation and to be prepared to speak on the topics up for discussion. The question of naming the official delegates was further discussed by Council, but action was postponed until the secretary could canvass the membership to determine who would be in attendance. Mrs. Renze was directed to report on the results at the December Council meeting.

Correspondence and discussion relating to annual meeting places for 1960, 1961, and 1962 came before the Council, but it was voted to hold over specific consideration until the 1959-60 Council meets.

A brief report was made by Lucile Kane to the effect that the proposed meeting at Madison, Wis., on the evaluation of manuscripts had been postponed until late fall or winter. At the appropriate time Miss Kane will report further on the matter.

The secretary read a letter from Council member Duniway proposing that the Council reopen, on a broader basis, the question of seeking a grant that would finance a survey of the role of State archival agencies in collecting, preserving, and giving reference service on essential source materials; that pursuant thereto consideration be given to Society sponsorship of the proposal for submission to the Council on Library Resources. On motion of Thornton Mitchell, seconded by Wayne Grover, it was voted to remand the question to the Committee on State Records; that the committee submit its recommendations as to the nature and scope of such a project should Council determine to support its presentation to the Council on Library Resources. The secretary was instructed to request submission of a report in time for the December Council meeting.

Mrs. Renze presented to Council a resolution proposed by Kenneth Munden as chairman of the Federal-State Relations Committee. After due consideration the Council adopted the following:

Resolved, that the Society of American Archivists, through its Council and by transmittal of copy of this Resolution to the Director of Civil and Defense Mobilization, make known to him

(1) its appreciative admiration of the accomplishment of the Office of the Deputy Assistant Director for the Continuity of Government, and its gratitude for the cooperative relationship it has enjoyed with him and its staff; as well as

(2) its hope that the Office of Civil and Defense Mobilization will give early consideration to making available, within reason, "matching funds" for the procurement of space, equipment, supplies, and services for the preservation of essential records of State and local governments.

The secretary next read a letter from T. R. Schellenberg, chairman of the Committee on International Relations, which set forth in accompanying documents a policy statement adopted by the Pan American Institute of Geography and History in regard to alienation of documentary resources in the Western Hemisphere. No action for endorsement was taken at this meeting since the consensus was that it merited presentation to the membership at large and that publication in the *American Archivist* of the policy statement as adopted by the Pan American Institute of Geography and History would enable Society members to be more fully informed concerning it. On motion of Wayne Grover,

seconded by Lucile Kane, concurred in by Council, it was ordered that the text of policy be entered in the minutes; that it could then be referred to the membership in 1960 for vote on proposal to endorse. The statement follows:

Whereas, public, institutional, and private papers constitute part of the cultural patrimony of every nation, it is the declared policy of the undersigned custodian

(1) that he will collaborate with other custodians of the Western Hemisphere in safeguarding cultural papers;

(2) that he will make known to other custodians of the Western Hemisphere the legal safeguards established by his government to protect cultural papers;

(3) that he will inform the custodians of other countries in the Western Hemisphere of any violations of the legal safeguards established by their countries for the protection of cultural papers, and specifically apprise them of the removal of papers that have been illegally alienated;

(4) that he will not accept for deposit any cultural papers that have been illegally alienated; and

(5) that he will, to the extent of his ability, assist the countries of origin in recovering any cultural papers that have been illegally alienated.

Due to the lateness of the hour and necessity for some members to participate in other meetings, Council adopted motion by Mrs. Renze, seconded by Mr. deValinger, that the remaining items of business be laid over for consideration by the incoming Council.

Adjournment followed at 11 p.m.

DOLORES C. RENZE, *Secretary*

MINUTES OF THE BUSINESS MEETING

Philadelphia, October 7, 1959

The meeting was called to order in the Franklin Room of the Benjamin Franklin Hotel at 9:30 p.m., October 7, 1959, by President Oliver W. Holmes, with approximately 200 members in attendance. A motion was proposed and adopted to dispense with the reading of the 1958 annual business meeting minutes and to accept them as published in the *American Archivist*.

The annual financial report was given by Leon deValinger, Jr., treasurer, which related that the Society's cash assets as of June 30, 1959, for the operating year were \$20,270.53. These included 1958-59 receipts of \$8,732.91. Total disbursements for the year amounted to \$9,716.76, leaving a balance forward as of July 1, 1959, in amount of \$10,553.77. The treasurer's annual report and financial statement were filed for record with the secretary and ordered published in the *American Archivist*.

Report of the Auditing Committee was read by Henry Howard Eddy, chairman, who moved acceptance of the report. This was adopted.

The annual report of the secretary was next given by Mrs. Renze. It was filed for the record. The report will be published in full in the *American Archivist*, as is customary. [*Editor's note*: This report was published in the January 1960 number.]

The chairman of the International Relations Committee, T. R. Schellenberg, announced to the meeting that plans were under way for a significant

Latin American Conference of Archivists to be held in Washington, D. C., in October 1960. He expressed hope that conflict in meeting dates of the Society's 1960 annual meeting could be avoided. Dr. Schellenberg also explained the background of the policy statement adopted at the Peru meeting of the Pan American Institute of Geography and History relating to alienation of documents, which had been reported to Council for consideration as to endorsement.

At this point in the proceedings President Oliver W. Holmes announced conferral of Honorary Memberships in the Society on two former Presidents of the United States, the Honorable Herbert C. Hoover and the Honorable Harry S. Truman. The folio containing the citations will be transmitted by President Holmes to these distinguished gentlemen.

In order that the names of the 1959 elected Fellows may be recorded in the minutes, the secretary was instructed to list the names of those so honored at the twenty-second annual dinner. They are: David C. Duniway, David C. Mearns, Kenneth W. Munden, Francis L. Berkeley, Jr., Lewis J. Darter, Jr., Henry P. Beers, David L. Corbitt, Lola M. Homsher, Gust Skordas, Thad S. Page, James W. Patton, and Marcus W. Price.

Also, as a matter of record in the minutes, the first Waldo Gifford Leland Prize winners were announced at the annual dinner by Ernst Posner, chairman of the award committee, and the awards were made by President Holmes to Theodore R. Schellenberg, author, and Manuel Carrera Stampa, translator, of the treatise, *Archivos Modernos: Principios y Técnicas*, published in Havana, 1958.

The President called for the report of the Committee on Nominations. Chairman David Duniway on behalf of the committee placed in nomination the following:

1959-60 Vice President (and President-elect, 1961) — Philip M. Hamer, Washington, D. C.

1959-60 Treasurer — Leon deValinger, Jr., Dover, Del.

1959-60 Secretary — Dolores C. Renze, Denver, Colo.

1959-64 Council Member — W. Kaye Lamb, Ottawa, Canada.

Nominations from the floor for each office were called for by the President. None being heard, there remained but one candidate for each office. On *viva voce* vote the secretary was instructed to cast the elective ballot for the slate of officers placed in nomination.

In accordance with provisions of the Constitution, Mary Givens Bryan, 1958-59 vice president, succeeds to the 1959-60 presidency.

Announcements followed and greetings from colleagues in Sweden and Mexico were read by the secretary; also, a telegram from the Torch Press, publishers of the *American Archivist*. The Archivist of the United States introduced to the group the Archivist of Puerto Rico, Señor Luis M. Rodríguez Morales.

Mrs. Bryan announced the 1960 nominations committee as follows: Wayne C. Grover, chairman, to be assisted by the Rev. Henry J. Browne and William D. Overman.

There being no further business to come before the meeting, adjournment was declared at 10:15 p.m.

DOLores C. RENZE, *Secretary*

MINUTES OF THE COUNCIL

Philadelphia, October 8, 1959

The first meeting of the 1959-60 Council was called to order at 10 p.m. by President Mary G. Bryan. All members were in attendance with the exception of Herman Kahn and W. Kaye Lamb, newly elected Council member.

The order of business took up matters laid over from the previous Council meeting. Mrs. Bryan introduced Richard Higgins of Boston, Mass., who will serve as the 1960 Local Arrangements Chairman; also, Alice Smith of Madison, Wis., who will be the Program Chairman.

The Council resolved itself into a committee of the whole for discussion, which resulted in the following determinations: the 1960 meeting at Boston will convene at the Somerset House (if satisfactory arrangements can be effected); registration will open on the evening of October 4; the 5th will be devoted to workshops; and the 6th and 7th will be occupied with the formal sessions of the program. October 6 was selected as the annual dinner and business meeting date.

At the conclusion of discussions relating to arrangements and programing, Miss Smith and Mr. Higgins withdrew from the meeting and Council continued the regular business of the meeting.

As had been previously determined, the 1961 meeting was confirmed for Independence, Mo. It was pointed out by Wayne Grover that headquarters would of necessity be in Kansas City, Mo., since hotel accommodations in Independence, Mo., are lacking; that one full day at the Truman Library would probably be planned; and that the remaining meetings would be held in the hotel headquarters.

Prior action of Council designating New York City as the meeting place in 1962 was rescinded in order to reopen discussion to consider the very attractive invitation presented by Mr. John M. Flory on behalf of the Eastman Kodak Company, Eastman House, the Rochester Inter-Museum Council (representing ten cultural institutions), the Rochester Public Library, several business firms, and numerous educational and historical institutions. Mr. Flory pointed out that a meeting in this area would afford an excellent opportunity for exploration of the area of photographic and related archival problems. Mr. Flory is the chairman of the Society's Audio-Visual Records Committee. The Council voted to accept the invitation and directed the secretary to so advise those who extended the invitation and to express appreciation on behalf of the officers and Council for the excellent coordination of effort in presenting the proposal.

The president announced appointment of two additional members to the Long Range Planning Committee as follows: William D. Overman and Julian P. Boyd. Mrs. Bryan reported that Oliver W. Holmes was elected by

members present at the first committee meeting in Philadelphia to serve as chairman for one year.

Mrs. Renze presented to the Council for examination a study relating to revision of the Constitution which might clarify and strengthen the Society's position in claiming exemption as a nonprofit professional and educational organization. Copies were distributed and comments requested in time for consideration at the midwinter meeting. Mrs. Renze also reported that she will endeavor to prepare an annual directory, either mimeographed or multi-graphed, which can serve as a working tool for Council members and committee chairmen.

Mr. deValinger stated that he will present the budget for consideration at the December Council meeting.

The Council next heard from the new editor of the *American Archivist*, Kenneth Munden, who requested Council's approval of his nominations for appointment to the editorial board and staff, as follows:

Editorial Board:

Florence E. Nichol, National Archives (continuing).

John C. L. Andreassen, Director, Archives and Records Commission, State of Louisiana.

David C. Duniway, Archivist, State of Oregon.

Richard G. Wood, Director, Vermont Historical Society.

Editorial Staff:

Elizabeth Hawthorn Buck, National Archives, associate editor (continuing).

Henry P. Beers, National Archives, review editor (continuing).

Dorothy Hill Gersack, National Archives, news notes editor.

Lester K. Born, Library of Congress, foreign abstract editor.

Julia Ward Stickley, National Archives, editorial assistant.

Karl L. Trever, National Archives, advertising editor (continuing).

On vote of Council the recommendations were approved by unanimous consent.

A discussion was initiated by the editor concerning the advisability of issuance of the annual bibliography as a supplement to each January issue of the *American Archivist*. Council expressed a desire to favor the policy of reuniting the bibliography in one issue, and voiced a preference for it to appear in the January issue on an annual basis. It was recognized that for reasons beyond control of the editor the 1959 bibliography will of necessity have to appear in the April 1960 issue.

Proposal of the editor that amendment of the Constitution be essayed to provide for simultaneous terms for the members of the editorial board to coincide with the term of the editor was not acted upon, but referred back to the editor for presentation in accordance with Article 26 of the Constitution relating to amendments thereto.

A motion to appoint a committee to design an official seal for the Society was offered by Mr. Munden, seconded by Mrs. Renze, and passed by Council. The secretary was asked to communicate with Albert H. Leisinger, Jr., of the National Archives to learn if he would be willing to act as chairman of such a committee. Also, the secretary was instructed to review the membership roster to see if there were others who might be qualified to serve with Mr. Leisinger.

Mr. deValinger directed to the attention of the Council that the provisions under which the Waldo Gifford Leland Prize is made must be specifically called to the attention of future committees, since the funds available are restricted to the amount of interest earned by investment of the original gift fund, and arrangements must be made in advance to insure that the awards can be made at the proper time.

Pursuant to suggestion offered by Wayne Grover, it was agreed that henceforth the secretary will be authorized to notify members who are elected as Fellows sufficiently in advance of the annual meeting so that plans can be made for attendance at the annual meeting to receive the honor.

With no further business to come before the meeting, the Council adjourned at 1 a.m.

DOLORES C. RENZE, *Secretary*

COMMITTEE ASSIGNMENTS

Mary Givens Bryan, president of the Society, has appointed the following chairmen and members of committees:

Administrative Committees

Auditing: Vincent A. Nunziato, *chairman*; Elwood R. Maunder and Esther C. Mallory.
Local Arrangements: Richard D. Higgins, *chairman*; Richard G. Wood, Olney W.

Hill, Mary T. Quinn, Alan E. Gorham, John H. Shanks, and Clifford K. Shipton.

Waldo Gifford Leland Prize: Lester J. Cappon, *chairman*; G. Philip Bauer and Philip C. Brooks.

Nominations — 1960: Wayne C. Grover, *chairman*; William D. Overman and Rev. Henry J. Browne.

Professional Standards: Oliver W. Holmes, *chairman*; Philip C. Brooks, Solon J. Buck, Lester J. Cappon, Christopher Crittenden, Wayne C. Grover, Waldo Gifford Leland, William D. McCain, Margaret C. Norton, William D. Overman, Ernst Posner, and Morris Radoff.

Program: Alice E. Smith, *chairman*; Robert W. Lovett, John F. X. Britt, and William T. Alderson.

Membership: James Fuchs, *chairman*.

Publicity: Edward N. Johnson, *chairman*.

Resolutions: Howard W. Crocker, *chairman*; Charles Shetler, Marion Pratt, and Margaret C. Pierson.

Ad Hoc Committees

Long Range Planning: Oliver W. Holmes, *chairman*; Robert H. Bahmer, Herbert E. Angel, Christopher Crittenden, Morris Radoff, Ernst Posner, William D. Overman, and Julian P. Boyd.

Civil War Centennial: H. G. Jones, *chairman*; Dallas Irvine, Robert T. Quarles, Jr., Charlotte Capers, Richard G. Wood, William J. Petersen, Nyle H. Miller, Sidney Forman, and Clement M. Silvestro.

Technical Advisory Committees

Audio-Visual: John M. Flory, *chairman*; Hermine Baumhofer.

Bibliography: Lester K. Born, *chairman*; Grace Quimby, Ernst Posner, and William S. Ewing.

Buildings and Equipment: Victor Gondos, Jr., *chairman*; Everett O. Alldredge, Leon deValinger, Jr., and Dorman H. Winfrey.

Manuscripts (Joint): Philip M. Hamer, *chairman*; Watt P. Marchman, Francis L. Berkeley, Jr., Alice Smith, Lucile Kane, and Howard Peckham.

Microfilming: Richard W. Hale, Jr., *chairman*; Howard W. Crocker, Dorothy K. Taylor, and Albert H. Leisinger, Jr.

Preservation Methods: Gust Skordas, *chairman*; Wallace Bulpitt and Dale Fields.

Records Management: William L. Rofes, *chairman*; Robert A. Shiff, Thornton W. Mitchell, Thomas Wilds, John T. Caton, Rex Beach, Belden Menkus, and Herbert E. Angel.

Special Area Committees

Business Records: Irene M. Strieby, *chairman*; Robert W. Lovett, A. A. Deter, James Katsaros, William Benedon, Helen L. Davidson, and William D. Overman (advisory member).

Church Records: August R. Suelflow, *chairman*; Melvin Gingerich, Mabel Deutrich, Claude E. Spencer, and Rev. Pascal M. Varieur.

College and University Archives: Philip Mason, *chairman*; Helen L. Chatfield, William Wallace, May Dornin, Dorothy G. Harris, Leonidas Dodson, Jacqueline Page Bull, and F. Clever Bald.

Federal-State Relations: Sherrod East, *chairman*; Robert M. Brown, Philip C. Brooks, Lewis J. Darter, Olney W. Hill, and Morris Radoff.

International Relations: Ernst Posner, *chairman*; Robert Claus, David Duniway, Carl Lokke, and Philip P. Brower.

Labor Union Records: Paul Lewinson, *chairman*; Morris Rieger and Rev. Henry J. Browne.

Municipal Records: Charles E. Hughes, Jr., *chairman*; Charles F. Poole, John Kerstetter, James Katsaros, and Lawrence J. LeGuennec.

State Records: Robert M. Brown, *chairman*; Everett L. Cooley, Wm. N. Davis, Jr., Bruce C. Harding, H. C. Jones, Gust Skordas, Lola M. Homsher, and Mary Givens Bryan (advisory member).

INTERNATIONAL TECHNICAL COURSE ON ARCHIVES

The *stage technique internationale d'archives*, created by the *Archives Nationales* in Paris in 1951, will enter upon its tenth year in January 1961, when its next program will begin. Those registered for the course will obtain, in addition to formal instruction, practical experience or observation in methods of renovation and repair, photoduplication, and other technical archival processes. Sessions will end in March 1961, after which foreign students may make arrangements to continue their practical work either in the *Archives Nationales* or in one of the depositories of *archives départementales*. Persons interested should request further details in the near future from the Direction des Archives de France, 60 rue des Francs-Bourgeois, Paris 3ème, France. Scholarships are available.

NATIONAL ARCHIVES AND RECORDS SERVICE

At the close of the year the Director of the Bureau of the Budget approved the transfer, effective January 1, 1960, of responsibility for administering the Army's Field Records Center, at Kansas City, Mo., to the General Services Administration. In this center the Army concentrated over a million feet of the records of field commands operating in the continental United States and overseas between 1939 and 1952. The records of the World War II service commands,

theater headquarters (including NATOUSA or MTOUSA and ETOUSA), and OMGUS for Germany are included. Continuous processing under the Army's disposal standards reduced the center's holdings as of January 1 to approximately 350,000 cu. ft.

National Archives

"Lady Archivist Helps Shipwreck Explorers" was the equivocal headline of an article in the *Washington Post* (Feb. 14, 1960) concerning the reference service provided by Hope (Mrs. Forrest R.) Holdcamper to skin-divers who explore the hulls of sunken ships. ¶Effective January 1, 1960, the National Archives Section, Special Records Branch, Adjutant General's Office, Department of the Army, was transferred to the War Records Division and redesignated as the Determinations Staff. By an agreement with the Department of the Army, concluded December 31, 1959, the Department retained responsibility for acting administratively on inquiries involving the determination of constructive dates of service, the correction of an individual's military records, the issuance of discharge certificates or certificates in lieu thereof, and the issuance of awards and decorations. ¶Early in December 1959 the National Capital Planning Commission approved a General Services Administration plan to convert the 76-year-old Pension Office Building, 5th and F Streets, N. W., to house military records in the custody of the National Archives. ¶The series of preliminary inventories has been extended by the publication of no. 122, *Records of the Collector of Customs, Puget Sound District, in the Federal Records Center, Seattle, Washington*, compiled by Elmer W. Lindgard. This is the first inventory to be published covering Federal records retained in a Records Center. ¶Microfilm publications recently issued are Letters Received by the Office of Indian Affairs from nine additional Agencies (111 rolls); Population Schedules of the 1820 Census for the States of Delaware (1 roll), Indiana (3 rolls), and Massachusetts (9 rolls); Passenger Lists of Vessels Arriving at Boston, 1848-88 (80 rolls); Despatches from U. S. Consuls in Nuevo Laredo, 1871-1906 (4 rolls); State Department Territorial Papers: Dakota, 1861-73 (1 roll); and Compiled Service Records of Volunteer Soldiers Who Served During the Mexican War in Organizations from the State of Texas (19 rolls), and of Confederate Soldiers Who Served in Organizations from the States of South Carolina (392 rolls) and Tennessee (359 rolls). ¶The American Historical Association's Committee for the Study of War Documents has prepared and the National Archives has published an additional guide to German records microfilmed at Alexandria, Va.: no. 14, *Records of the German Field Commands, Armies* (Part I).

National Historical Publications Commission

Sen. Leverett Saltonstall (Massachusetts) was appointed a member of the Commission on August 3, 1959. ¶The publication of the first volume of *The Papers of Benjamin Franklin*, covering the years 1706-34, was observed on November 22, 1959, by a ceremony in the Sterling Memorial Library in New Haven, Conn. Sponsored by the American Philosophical Society and Yale University, and supported by a grant from *Life*, the *Franklin Papers*, which

are expected to be published over a period of 15 years in 40 volumes, are being prepared for publication by Leonard W. Labaree, editor, Whitfield J. Bell, Jr., associate editor, and Helen C. Boatfield and Helene H. Fineman, assistant editors. Vol. 1 (lxxxviii, 400 p., Yale University Press) sells for \$7.50. Labaree, in an article in the *New York Times Book Review* (Nov. 22, 1959), states that his "editorial files now contain photocopies of about 27,800 manuscript pieces belonging to about 325 owners and located in thirty-one states from Maine to Hawaii, the District of Columbia, and fourteen foreign countries." ¶ The publication of the first volume of *The Papers of Henry Clay*, subtitled *The Rising Statesman, 1797-1814*, was marked on December 6, 1959, with a ceremony at Clay's home, "Ashland," in Lexington, Ky. Sponsored by the University of Kentucky and supported by the Lilly Endowment, Inc., the *Clay Papers*, which are expected to fill 10 volumes, are being prepared for publication by James F. Hopkins, editor, and Mary W. M. Hargreaves, associate editor. Vol. 1 (xv, 1037 p., University of Kentucky Press) sells for \$15. ¶ Leon deValinger, Jr., State Archivist of Delaware and treasurer of the Society of American Archivists, heads a project to edit and publish a comprehensive edition of the letters of John Dickinson, statesman of the Revolutionary and early national periods. This project is officially sponsored by the Public Archives Commission of the State of Delaware and the Friends of John Dickinson Mansion, Inc. As editor of the projected publication Mr. deValinger would welcome information about the location of any letters or other papers by Dickinson and any communications addressed to him.

Office of Records Management

Everett O. Alldredge, who has been in charge of the office since Herbert E. Angel left on November 12, 1959, was appointed Assistant Archivist of the United States, Office of Records Management, effective January 24. Dr. Alldredge is the author of "Standards for Federal Records Center Buildings," an article in this issue of the *American Archivist*. ¶ Chester L. Guthrie, chief of the Agency Surveys Division, is vice chairman of the interagency Subcommittee on Shipping Documentation, which is working to simplify documentation in international shipping. The improvements were to be discussed at the Intergovernmental Maritime Consultative Organization's meeting in London, March 1-4. ¶ *The United States Government Correspondence Manual*, developed by the Office of Records Management with the help of an advisory board representing major departments and agencies and a working committee of 21, should be available from the Government Printing Office by the end of this year. ¶ The office has undertaken several projects related to records of United States courts. A study of procedures and forms used in docketing cases, handling of mail and correspondence, and the need for statistical analyses of court data has been undertaken for the Supreme Court. A new subject-numeric correspondence manual for use in the Administrative Office of the United States Courts, as well as in the offices of the clerks of district and appeals courts, has been distributed.

Four training lectures on records in custody written by staffs of regional

records centers and published during the last quarter of 1959 covered records of the Agricultural Stabilization and Conservation county offices, CSS, U. S. Department of Agriculture, prepared by the Fort Worth Center; records of the Immigration and Naturalization Service, Department of Justice, prepared jointly by the New York and Fort Worth Centers; individual income tax returns of the Internal Revenue Service, prepared by the Boston Center; and Defense Department transportation records, prepared by the Atlanta Center.

Office of the Federal Register

The 1959 volume of the new series of *Public Papers of the Presidents of the United States* was published by the Government Printing Office in March 1960. Five volumes are now available, covering the years 1955-59. Volumes for the years 1954 and 1953 will be released during the summer and fall of 1960. With the publication early in 1961 of the 1960 volume, coverage of the Eisenhower Administration will be complete. Work on the Truman papers will then go forward.

Harry S. Truman Library

A statement clarifying the extent to which the papers deposited in the Library have been opened to scholars was published in the February 1960 issue of *History News*, the organ of the American Association for State and Local History. ¶Oscar L. Chapman, Secretary of the Interior from 1949 to 1953, has deposited his personal papers in the Library. These relate to the river basin projects of the West, the national parks, the St. Lawrence Seaway — in short, many of the activities with which the Department of the Interior was concerned during the 20 years of Chapman's service. ¶The career of Charles S. Ross as White House Press Secretary is documented by a smaller group of papers received recently. ¶Thomas Hart Benton's mural painting, "Independence and the Opening of the West," which was begun in November 1959, will depict the plains Indians, the hunters and trappers, the *voyageurs*, and the permanent settlers who finally displaced the Indians. It will also show Independence in the 1840's as an outfitting station for the wagon trains leaving for Oregon and other parts of the West. The mural is being purchased at a cost of \$60,000 by the Harry S. Truman Library, Inc., the private corporation that built the Library structure. ¶The purchase has been announced of the private book collection of Samuel F. Bemis, retiring as Sterling Professor of Diplomatic History at Yale University. This important collection will provide background for studies at the Library of the foreign relations as well as the diplomatic problems of the Truman administration. ¶The third annual meeting of the Board of Directors of the Harry S. Truman Library Institute for National and International Affairs was scheduled to be held on March 26. Attention was to be given to continuation of the grant-in-aid program and to other ways of promoting research at the Library. In connection with the Board meeting a conference was to be held of historians and political scientists representing the nine universities that are required to be represented on the

Board of Directors of the Institute: St. Louis University, Washington University of St. Louis, Kansas City University, and the State universities of Missouri, Kansas, Oklahoma, Iowa, Nebraska, and Minnesota. ¶The museum attendance since the opening of the Library in September 1957 has passed the 250,000 mark.

Dwight D. Eisenhower Library

The scores of gifts received by President Eisenhower on his good-will tour of December 1959 will be placed in the museum part of the Library, now under construction in Abilene, Kans. A group of contracts covering the erection of the main building and completion of the archives section was let on December 21, 1959, by the State Architect's office in Topeka. Other contracts had been let early in October. The archives section is scheduled for completion in time to receive the President's papers when he leaves office in 1961.

LIBRARY OF CONGRESS

Manuscript Division

The Manuscript Division has received a new source for the study of recent diplomacy and international law in the papers of John Bassett Moore, which were presented by his daughters. The approximately 100,000 letters and related items span Moore's career from his appointment, in 1886, as Third Assistant Secretary of State, until 1947, the year of his death. They amply cover his service in a series of public posts — Assistant Secretary of State in the McKinley administration, counselor of the Department of State under President Wilson, and member of the Permanent Court of International Justice — and as Hamilton Fish Professor of International Law and Diplomacy at Columbia University, 1891-1924. The Moore papers may be consulted at the present time only with special permission. ¶The papers of George Sutherland (1862-1942), lawyer, United States Senator from Utah, and Associate Justice of the Supreme Court of the United States, have been given to the Library by his daughter, Mrs. Walter A. Bloedorn. Numbering some 5,000 pieces, the papers are composed of a few early diaries, legal briefs (1887-1901), Justice Sutherland's Supreme Court opinions (1922-37), correspondence (1902-41), and miscellaneous related material. ¶The first installment of the papers of James Couzens, a gift of the Senator's estate, has been received. ¶To the Library's collections documenting the military and governmental aspects of the early years of American occupation of the Philippine Islands have been added a series of 50 detailed letters and a diary, in which Blaine Free Moore writes frankly of local conditions in the Islands from 1901 to 1906, while he was a teacher and school official there. ¶Two additions have been made to existing manuscript collections. The Daniel Scott Lamont papers have been augmented by about 50 holograph letters (1886-1906) from President and Mrs. Cleveland, letters from Lamont while a student at Union College in Schenectady, N. Y., letters sent and received (1897-1905), autographs including one of President Lincoln (1863), and several hundred additional papers (1884-88) of President Grover Cleveland. Items added to Adm. William D. Leahy's papers include

diaries (1948-56) and notes, drafts, and proofs of *I Was There* (1950). ¶ Registers of the papers of Bishop Charles Henry Brent, Herbert Corey, Judson King, Grover C. Loening, William Gibbs McAdoo, and Wallace H. White have been published and are available, free of charge, from the Office of the Secretary, Library of Congress, Washington 25, D. C. ¶ The third series of microfilm reproductions of Presidential papers, those of Abraham Lincoln, may be purchased for \$765 from the Chief, Photoduplication Service; it is available also under interlibrary loan regulations.

Other Divisions

Unusual research materials added recently to the Library's holdings include tape recordings of CBS Radio's 1958-59 Peabody Award-winning series, "The Hidden Revolution" (6 broadcasts); approximately 158,000 feet of documentary film, 1928-59, of the Douglas Aircraft Co., Santa Monica, Calif., including 29 complete sound pictures; and a set of 87 Royal Cruising Club charts (1903-14). ¶ The Carnegie Corporation of New York announced on December 7, 1959, a grant to enable the Library to operate for five years an Africana Section in its Reference Department. The unusual holdings of Africana, which include many manuscripts, result from an acquisition program dating from the year 1800.

OTHER FEDERAL NEWS

Congress

In March 1957 *Nation's Business* estimated that American businessmen spend more than \$200 million a year filling out an "incredible volume of reports, records, and questionnaires" for Washington agencies. The *Preliminary Report on Business Reporting Requirements of the Federal Government*, released December 6, 1959, by Rep. John Lesinski, chairman, Subcommittee on Census and Government Statistics of the House Committee on Post Office and Civil Service, presents some early findings on this problem and describes some of the more specialized inquiries and analyses in progress. Appendix B is the "Final Report on Status of Hoover Commission's Paperwork Targets" submitted to the Subcommittee by the Bureau of the Budget. This staff report, prepared by the Office of Statistical Standards, covers the status of the last 57 of the 169 paperwork targets recommended for further study in the 1955 report on "The Nation's Paperwork for the Government," made by the Task Force on Paperwork Management of the second Hoover Commission. The subcommittee encourages industry and business to fight paperwork by calling attention to needless records, reports, forms, or regulations. Copies of its *Preliminary Report* may be secured from the subcommittee, 215 House Office Building, Washington, D. C.

Executive Office of the President

On January 11, 1960, the *Northern Virginia Sun* (Arlington) published a story about the work of Wayne Hawks, chief of records at the White House.

According to this article, a sign posted in the White House correspondents' pressroom, signed "Jim Hagerty," reads: "If you want to know anything about official records, call Hawks, not Hagerty."

Department of State

A Records Management Council, consisting of records liaison officers designated by all areas of the Department, was established in October 1959. Its purpose is to provide the Division of Records Management with closer liaison with operating offices. In the same month the Department inaugurated a new records management training program for Foreign Service personnel. The course includes instruction in file organization and maintenance, file classification, control procedures, records disposition and retirement, and reporting requirements. Laboratory training is provided on current and retired files. So far, 35 employees, assigned to foreign posts of varying sizes, have attended these sessions. ¶ In order to reduce records holdings prior to the movement into a new building, the records management staff is conducting a series of records disposition workshops. Five areas of the Department have participated so far. As the result of the formal presentation and office efforts to implement the instructions, a total of 1,225 cu. ft. of records has been destroyed and 700 cu. ft. retired to the Records Service Center.

Department of the Army

The Army is successfully combining its filing and disposition systems under "The Army Functional Files System" (TAFFS). Before January 1959 records were filed according to the "War Department Decimal File System," which was based on the Dewey decimal system of library classification and various other systems. Army records were disposed of in accordance with instructions contained in a series of 14 Army regulations. In effect, two distinct systems existed, one for filing and one for disposition of records. On January 1, 1959, TAFFS became mandatory for all Army field activities and optional for headquarters offices. Eventually it will be mandatory throughout the Army, since it eliminates the 40-year-old "War Department Decimal File System."

TAFFS provides for filing records according to the existing disposition system. Papers are identified in terms of function and subfunction. File numbers are obtained from the last three digits and the paragraph numbers of the Army regulations governing the disposition of files. For example, Army Regulation 345-262 pertains to the maintenance and disposition of civilian personnel files. Paragraphs of that regulation represent specific subfunctions or processes that are performed in the major functional area of civilian personnel administration. Paragraph 24 of that regulation defines "retention register files," provides maintenance instructions for them, and authorizes their destruction after five years. Therefore, the file classification 262/24 would identify the document as a retention register, which would be destroyed after five years.

The costly, time-consuming records control schedules are also eliminated by TAFFS. Under the new system, the data formerly placed on schedules are placed on the labels of folders, guide cards, or file drawers. (Such a label would

appear as follows: "262/24 Retention register files. 5 years." This means that the files concerned would be cut off at the end of each calendar year, held in the current files area for one year, and then transferred to the local records holding area where they would be held for four years and then destroyed.)

The new files system is resulting in other important benefits to the Army. The cost of training many thousands of military and civilian personnel is being greatly reduced, since clerks need training in only one system instead of two. The disposition of files is simplified and therefore is less costly. Other economies, principally in files planning and in written directives, are being realized.

Because of the widespread interest in the Army's new system, briefings have been given to the Archivist of the United States and key members of his staff, to records management personnel of several other Government agencies, and to members of the Interagency Records Administration Conferences in Washington, Baltimore, and San Francisco.

Department of Justice

In reporting recently to the Attorney General on the effectiveness of records retirement, Armando di Girolamo, chief of the Records Administration Office, showed that the Department in spite of increased activities now operates with half as many records on hand as it did 15 years ago. During that period, 1,142,305 cu. ft. were disposed of or retired with a savings of \$11,308,385. ¶ Those who administer the Department's archives note that *ca.* 1912 President William Howard Taft favored informality in Government correspondence. He referred communications to the Attorney General by his handwritten notes on the back.

Post Office Department

Archivists and curators of manuscripts, whose interests often coincide with those of philatelists, will be interested in the revelation, in a United Press dispatch of January 30, that the signature of George Washington appearing on the first stamp in the new "American Credo" series is an artist's conception rather than a facsimile. The artist is reported to have modified Washington's signature to make it more legible and to fit it into the space available in the design. The new stamp was issued on January 20. ¶ Among the problems that will face the Department next fall when facsimile (electronic) mail is tried experimentally between Washington and another major city (not yet selected) will be the disposal of the original letters. Seven million first-class letters are mailed in Washington on an average day. Postal officials fear that destruction of the original letters could lead to legal problems; yet, the cost of storage of the original letters or of their return to senders could be as great as the savings effected by the electronic system.

Department of Commerce

"Research Possibilities in the U.S. Coast and Geodetic Survey Records," by Nathan Reingold, Science and Technology Division, Library of Congress, appears in the recently issued October-December 1958 number of the *Archives Internationales d'Histoire des Sciences*. ¶ The average time taken to process

a successful patent application is now well over a year. The Patent Office expects to reduce this time to three months with the use of computers. A punch-card system has been used with some success for over two years to check chemical patents. In April 1960 an electronic computer will be put into operation on an experimental basis. Inventions, minutely catalogued, will be reduced to numerical equations on electronic disks. Essential characteristics of patents covered by new applications will be compared by the computer with earlier similar patents. D. D. Andrews, director of research and development, expects this comparison to reduce the number of documents that have to be examined from about 200 to 5 or 6. ¶ The Census Bureau estimates that as many as 180 million persons will be enumerated in the 300,000 enumeration districts during the 1960 census. Major changes introduced are the methods of data-gathering (greater use of sampling and of respondents) and all-electronic processing of the returns. These changes will save the time of enumerators, improve the quality of information, and speed up the tabulations and reports. New inquiries in the present census relate to place of work, means of transportation to work, whether school attended is public or private, school attendance for persons up to 34 years of age, and completion of at least one year of graduate work. Many new items appear also in the housing census. Final reports of population statistics will be issued between November 1960 and December 1962, and of housing during the two-year period beginning in June 1960. There will be one joint report, "Population and Housing Information by Census Tracts." The Census Bureau has estimated that a total of 100,000 pages of reports will be published. The estimate of the number of 100-foot microfilm rolls of schedules is 50,000, or more than 950 miles of film. (The schedules of the 1860 census, on microfilm at the National Archives, are on 314 rolls, or about 6 miles of film.)

General Services Administration

A handbook, *How to Prepare and Process U. S. Government Bills of Lading*, prepared by Transportation and Public Utilities Service with General Accounting Office cooperation, is being distributed to Federal agencies. It is available to the public for 35¢ a copy.

Lincoln Sesquicentennial Commission

The publication of the first two of the three projected volumes of *Lincoln Day by Day: a Chronology, 1809-65*, the Commission's major research project, was observed in a public program at the Library of Congress on February 11. William E. Baringer, professor of history at the University of Florida and former executive director of the Commission, was responsible for these volumes (1809-61), the record up to Lincoln's Presidency. They are available from the U. S. Government Printing Office, Washington, D. C., at \$2 each.

CONFERENCES

American Association for State and Local History

The Association's twentieth annual meeting is scheduled for August 31-September 3, 1960, at Iowa City, Iowa, with the State Historical Society of

Iowa as host. The program chairman, Russell Fridley, director of the Minnesota Historical Society, plans to include a one-day tour of the Amana Colonies (established in 1854 and reorganized in 1932). The Association has held its meetings from time to time jointly with the Society of American Archivists.

American Historical Association

The 74th annual meeting of the American Historical Association was held at the Conrad Hilton Hotel in Chicago, December 28-30, 1959. The sessions included one devoted to "New Ideas and New Aids in Historical Research," at which David C. Mearns of the Library of Congress spoke on the National Union Catalog of Manuscript Collections. ¶ Nathan Reingold of the Science and Technology Division of the Library of Congress discussed the holdings of the Library in this field at the joint session with the History of Science Society. The joint session with the American Association for State and Local History was devoted to the subject: "What Do We Expect of the Historical Society?" ¶ At the customary luncheon meeting of the Society of American Archivists, on Tuesday, December 29, Bell I. Wiley gave an address, "The Role of the Archivist in the Civil War Centennial," the formal version of which is published in this issue of the *American Archivist*. ¶ Upon invitation of the Executive Director (Philip M. Hamer) of the National Historical Publications Commission, editors of the several documentary publications met at luncheon on December 30 to exchange progress reports and discuss their editing problems.

Association of Records Executives and Administrators

Vincent A. Nunziato of Chemical Bank, New York Trust Co., a member of the Society of American Archivists and chairman of the 1959-60 Auditing Committee, has been elected treasurer of the Association of Records Executives and Administrators, which meets monthly on the second Wednesday in the Winthrop Room of the Roger-Smith Hotel, New York City. Its third annual Records Management Conference will be held May 2 under the chairmanship of Alan Negus of NAREMCO, Inc. Norman L. Gullifer of the New Jersey Bell Telephone Co. is president.

American Scenic and Historic Preservation Society

Helen Duprey Bullock, historian of the National Trust for Historic Preservation and editor of *Historic Preservation*, was awarded a special citation of achievement by the society on January 20 at its 31st annual awards luncheon in New York City. The award was in recognition of Mrs. Bullock's "high professional standards and dedicated services to the movement of historic preservation" in the United States.

Records Management and Vital Records Protection Symposium

The "Records Management and Vital Records Protection Symposium" held at Wichita, Kans., January 18-20, under the sponsorship of Underground Vaults & Storage, Inc., of Wichita, was attended by many members of the Society of American Archivists, including the following who served as panelists or moderators or otherwise participated actively: Richard C. Grimes (West-

inghouse Electric Corporation, Pittsburgh), Matson Holbrook (Matson Holbrook Co., Denver), Edmund D. Dwyer (Navy Management Office, Washington), Emmett J. Leahy (Leahy & Co., New York City), L. E. Yont (National Storage Co., Inc., Pittsburgh), Edward N. Johnson (Office of Civil and Defense Mobilization, Battle Creek), and Dolores C. Renze (Division of State Archives and Public Records, Denver). The symposium had the dual theme of discussing ways to bring about economical and efficient records management and to assure continuity of operation through vital records protection. The approximately 150 persons in attendance were shown the 128-acre section of the Carey Salt Co.'s mine, 645 feet underground at Hutchinson, which has been leased for development as a records storage center by Underground Vaults & Storage. The area of the mine so converted encompasses 5,494,000 sq. ft. As quoted in the *Wichita Eagle* (January 20), Mr. Leahy, in stressing the importance of storing records underground to secure them from the effects of nuclear warfare and other disasters, acknowledged how difficult it is "to face up to the fact that the next battleground, if there is one, will include Main Street, U. S. A."

American Philosophical Society

"The Preservation and the Reproduction of the Manuscripts of the Vatican Library Through the Centuries" was the subject of a talk given at the semi-annual meeting of the Society in Philadelphia, November 12, 1959, by the Very Rev. Anselmo M. Albareda.

STATE AND LOCAL NEWS

California

W. Glenn Campbell became director of the Hoover Institution on War, Revolution, and Peace, Stanford University, on November 19, 1959.

Colorado

The staff of the new Division (formerly department) of State Archives and Public Records in the executive branch of the Colorado State government is now under State civil service.

Connecticut

The *New York Times* reported on February 14, 1960, that Yale University Library's collection of Western Americana has been enriched by the gift of the 67 notes written by William Clark of the Lewis and Clark Expedition that were the subject of the unsuccessful suit of the United States Government, which contended that the documents were part of the official records of Clark while he served the United States. For details on the circumstances of the case our readers are referred to Robert H. Bahmer's article, "The Case of the Clark Papers," in *American Archivist*, 19: 19-22 (Jan. 1956), and to that of Julian P. Boyd, "'These Precious Moments of . . . Our History,'" in *American Archivist*, 22: 147-180 (Apr. 1959). The gift of the documents to Yale was made by Frederick W. Beinecke, of New York, who purchased the documents

from Louis Starr, a New York stockbroker who lived in Princeton, N. J. ¶ The first two of six projected volumes of *The Swinburne Letters*, edited by Cecil Y. Lang, were published on October 28, 1959, by the Yale University Press (\$15). The volumes cover the period 1854-75. This first comprehensive collection of the correspondence of Algernon Charles Swinburne will reproduce the texts of about 2,000 manuscripts in the Harvard, Huntington, Rutgers, and Yale libraries.

District of Columbia

The Interagency Records Administration Conference at its November 20 meeting in the National Archives theater discussed probability sampling to reduce paperwork, and at its January 15 meeting considered the meaning of management analysis activities to records management officers. ¶ Manuscript collections (over 15,000 items) and microfilm copies of other materials added to the Folger Shakespeare Library in the last decade are described briefly in the director's résumé of accomplishments, entitled *The Folger Library: a Decade of Growth, 1950-60*.

Georgia

Governor Ernest Vandiver asked the State Legislature on January 12 to authorize \$300,000 to permit the State Office Building Authority to plan for a \$3,000,000 State Archives and Records Building. Both the House and Senate passed the authorization overwhelmingly. The State Office Building Authority will issue and sell certificates to raise the additional money needed for the building and its equipment. ¶ *Georgia Magazine* (Dec. 1959-Jan. 1960) contains an article, "Georgia's Miss Mary," devoted to Mary Givens Bryan, State Archivist and President of the Society of American Archivists. ¶ *Confederate Records of John W. Hagan* and *Letters of Warren Akin: Confederate Congressman*, both edited by Bell I. Wiley, have been published by the University of Georgia Press. The release of the latter was observed in Cartersville on November 30 with a "Warren Akin Day."

Hawaii

The State Archivist, Agnes C. Conrad, informs us that problems relating to the transition of records from territorial status to State jurisdiction, long foreseen and planned for, are being met successfully. A detailed report on the work going forward, written for the *American Archivist* by Elizabeth H. Wray of Miss Conrad's staff, will be published in our July issue.

Idaho

Robert M. Cole of Boise became executive secretary of the Idaho Territorial Centennial Commission on December 7, 1959. ¶ The Idaho Historical Society is searching for papers and letters of Mary Hallock Foote, novelist, who lived near Boise before 1900.

Illinois

The University of Illinois Library has acquired letters, photographs, experiment notes, and personal papers of Gregor Mendel, founder of the science of

genetics. It is believed that this material is the only remaining Mendeliana. ¶ *Illinois Libraries* (Jan. 1960), devoted to "Library Laws of Illinois," contains the preamble and 1959 amendments to laws affecting records. ¶ The Illinois Historical Society is developing plans for a "historymobile" in which documents from public and private collections will be displayed. The truck will tour the State under the direction of a competent instructor who can answer questions.

Iowa

Fleming Fraker, Jr., became editor of *Annals of Iowa*, quarterly of the Iowa State Department of History and Archives, with the April 1959 issue. ¶ Claude R. Cook, Curator of the Iowa State Department of History and Archives since July 1947, died March 28, 1959, in Des Moines.

Kansas

The *Comprehensive Index to Publications, 1875-1930*, recently issued by the Kansas State Historical Society, is available for \$5.00 from the society, 120 West Tenth, Topeka. A considerable number of new photographs in the field of military history have been added to the society's collections.

Louisiana

The Winter 1960 number of *Louisiana History* notes that current activities of the State Archives and Records Commission largely involve the identification and elimination of useless records in major record-producing agencies and the operation of a small semi-centralized microfilming unit (6 cameras). Due to the lack of an adequately equipped, fireproof building the Commission cannot accept archives and other records for deposit and preservation.

Maryland

The Maryland Historical Society has been given 18 letters written by Francis Scott Key, one each by John Eager Howard and Stonewall Jackson, and 20 by Roger Brooke Taney.

Massachusetts

The Massachusetts Historical Society completed in December 1959 the microfilm edition of its Adams papers. Production was under the technical supervision of the Microreproduction Laboratory of the Massachusetts Institute of Technology. Covering the years from 1639 through 1889, the microfilm edition consists of 608 rolls of diaries, letterbooks, miscellany, and letters received and other papers of this Presidential family. Sets are still available for purchase from the society at 1154 Boylston Street, Boston 15, Mass. ¶ Also announced is a microfilm edition of the papers of General Henry Knox (1750-1806), which are owned by the New England Historic Genealogical Society and deposited in the Massachusetts Historical Society. Filming is well advanced and should be completed by late summer or early autumn of 1960. The earliest entry is dated 1719 and the latest 1825, although the bulk of the material ranges from 1770 through 1800, the period of greatest activity for Knox,

Revolutionary officer and Secretary of War under the Articles of Confederation and the Constitution. ¶ Secretary of State Joseph D. Ward has lodged a protest against the long delay in the construction of the new State Archives and Records building alongside the State House. In a letter to Hall Nichols, director of the Division of Building Construction, Ward said he vigorously opposed an extension of time requested by the contractor. "It now appears obvious the structure will not be ready for occupancy until some time in 1960," Ward said. "Meantime priceless historic documents are being subjected to adverse atmospheric conditions in a fourth floor garret in the State House." ¶ The Connecticut Valley Historical Museum, Springfield, has acquired the files of the Smith College Council of Industrial Studies, a collection of business papers of local firms no longer in existence that was established in the 1930's by the Department of Economics at Smith College. Juliette Tomlinson is director of the museum.

Michigan

The University of Michigan papyrus collection is the subject of an article by Arthur E. R. Boak in the *Michigan Alumnus* (Dec. 5, 1959). The collection (8,000 pieces) is the largest in the United States.

Minnesota

The State Archives was redesignated as the State Archives and Records Service, effective February 1.

Mississippi

After January 1, 1961, Mississippi's Old Capitol building in Jackson will house the state historical museum, to be operated by the Mississippi Department of Archives and History under Charlotte Capers, director since 1955 when she succeeded William D. McCain. Restoration of the 1833-39 Greek-revival structure was begun in February 1959.

Missouri

Richard S. Brownlee, assistant professor of history at the University of Missouri, will become director of the State Historical Society on May 1. He will succeed Floyd C. Shoemaker, whose retirement was announced in our January issue. Brownlee is author of *Grey Ghosts of the Confederacy*, published in 1958 by the Louisiana State University Press.

Nebraska

Donald F. Danker of the State Historical Society provides the introduction and notes to *Mollie: the Journal of Mollie Dorsey Sanford in Nebraska and Colorado Territories, 1857-1866*, recently published by the University of Nebraska Press. Reviewer Robert L. Perkin, writing in the *Rocky Mountain News* (Nov. 22, 1959), evaluates the work as "the best and most readable Western journal I know this side of Francis Parkman's." ¶ Important collections received recently by the society include the papers of C. A. Sorenson, former State attorney general and prominent in public power development and

in politics; correspondence and reports of the Central Nebraska Public Power and Irrigation District relating to its formative period; scrapbooks and papers of Oren S. Copeland, former Congressman and mayor of Lincoln, Nebraska; papers of W. H. H. Pilcher pertaining to the Omaha Indians; and papers of former Governor Adam McMullen.

New Jersey

Sheilah Graham has presented a collection of F. Scott Fitzgerald's letters to Princeton University Library.

New Mexico

James W. Arrott, donor of the Arrott Collection of Western Americana to the Rodgers Library of New Mexico Highlands University, died March 6, 1959, in Tucson, Ariz. For many years he was a member of the New Mexico Historical Society, giving much of his attention to the study of the American West, particularly old Fort Union. ¶ The Historical Society's first *News-letter* was issued in December 1959.

New York

Mark Van Doren has presented his papers (about 20,000 items of manuscripts, notes, typescripts, letters, and annotated books) to Columbia University. The University has been given also nearly 150 letters written by John Jay to members of his family. ¶ The disclosure in mid-January that Peter Kavanaugh, a printer, had memorized the literary correspondence of the late John Quinn, patron of authors and artists, and had printed it in defiance of a no-publication order by the New York Public Library, which has custody of the letters, resulted in the library's asking the State Supreme Court to enjoin Mr. Kavanaugh from distributing the books. In court Mr. Kavanaugh tore up 117 copies, leaving half of each with the judge.

North Carolina

Hamilton W. McKay, chairman since 1955 of the executive committee of the Historic Foundation of the Presbyterian and Reformed Churches, Inc., at Montreat, has been succeeded by Irwin Belk of Charlotte. The operations of the museum, the library, and the archives have been benefited substantially by the leadership of Dr. McKay, who will continue as a member of the committee. ¶ *History News* (Nov. 1959) notes that North Carolina and Mississippi are the only two Southern States that handle all of their historical activities — library, records, museum, markers, sites — through one agency.

Oklahoma

A new biography by Freeman Cleaves published in January by the University of Oklahoma Press, *Meade of Gettysburg*, is based in part on newly found Meade papers.

Pennsylvania

The building for the William Penn Memorial Museum and Archives will be erected soon in Harrisburg for the Pennsylvania Historical and Museum

Commission. Although construction was authorized in 1945 the necessary appropriations have been made only recently. The fluted sandstone edifice will have two major units — a circular museum building, 220 ft. in diameter with 5 floors above ground and an "archives tower" (44 ft. x 80 ft.) that will stretch 240 ft. above ground with 24 levels. The top floor of the circular building will house the executive offices of the commission and the offices of the Bureau of Museums, Historic Sites, and Properties. The U-shaped "archives tower" will house the Bureau of Research, Publications, and Records and the Division of Public Records.

Texas

Word has been received of the death of Leighton LaFuze in Abilene on November 27, 1959. Dr. LaFuze, formerly a member of the staff of the National Archives, was a member of the faculty of Abilene Christian College at the time of his death. ¶ The State Archives has completed sorting and arranging the transcripts of the Laredo Archives, about 8,000 documents covering municipal, church, and social affairs in Laredo between 1755 and 1846. These documents were discovered and made available largely through the efforts of the late Seb S. Wilcox, who directed the project of transcription under the auspices of the Works Progress Administration and the Historical Records Survey. Copies are being made available to the National Archives, the University of Texas, and the city of Laredo. ¶ Work on the new State Archives building is progressing slightly ahead of schedule. Indications are that the completed building can be occupied during the late fall of 1960.

Virginia

The University of North Carolina Press has published, for the Institute of Early American History and Culture at Williamsburg, Va., *The Adams-Jefferson Letters: the Complete Correspondence between Thomas Jefferson and Abigail and John Adams* (2 vols., \$12.50). Lester J. Cappon, director of the institute, edited the letters.

Washington

The Friends of the Library of the State College have published *The Papers of Lucullus Virgil McWhorter*, a calendar prepared by Nelson A. Ault. The collection consists of thousands of items collected over many years by McWhorter as background material for books and pamphlets on the Nez Percés. The calendar appeared serially in *Research Studies* and has now been bound as a separate volume for sale. Copies are priced at \$2 each to members of the Friends of the Library and at \$3 to nonmembers. Orders should be placed with the Secretary, Friends of the Library, Washington State University, Pullman, Wash.

FOREIGN NEWS

Australia

R. C. Sharman, who was first State Archivist of Tasmania, has been appointed first State Archivist of Queensland.

Brazil

Since his appointment as Director of the *Arquivo Nacional* in 1958 José Honório Rodrigues has been trying to modernize the institution by giving courses to the staff archivists and translating specialized literature. He has obtained the authorization of the U. S. National Archives to translate into Portuguese its *Staff Information Papers* and has published two of these translated *Papers* in multigraph. The next step being taken by Snr. Rodrigues in the same direction is to translate selected articles from the *American Archivist*. The authors' approval for translation and free distribution to Brazilian archivists is now being obtained, on behalf of Snr. Rodrigues, by the secretary of the Society of American Archivists.

Canada

The original manuscript marking the beginning of research leading to the discovery of radar in 1935 has been presented to Queen's University Library, Kingston, Ontario, by its author, Sir Robert Watson-Watt of Toronto. The 11-page manuscript was written by hand after a meeting between H. E. Wimperis, director of scientific research in the British Air Ministry, and Sir Robert, then superintendent of the National Physical Laboratory's radio department. ¶Hartwell Bowsfield advises us that the union list of political papers reported in our January issue (p. 128) is a project of the Archives Section of the Canadian Historical Association rather than of the Archives Section of the Provincial Library of Manitoba. Our confusion arose from the fact that Mr. Bowsfield is not only chairman of the Archives Section, Canadian Historical Association, but is Provincial Archivist of Manitoba.

The activities of both the Archives Section of the Canadian Historical Association and of the Saskatchewan Archives are reported in a letter received from Evelyn Eager, Secretary of the Archives Section of the Canadian Historical Association and Assistant Provincial Archivist, Province of Saskatchewan. A portion of this communication is quoted:

... An activity which the Archives Section of the Canadian Historical Association is undertaking at the present time is the distribution of a questionnaire to institutions in Canada holding Archives material, asking for general information and also for a listing of political papers. This was decided upon at our annual meeting in June, and the questionnaires have recently been sent to 48 institutions. This includes, in addition to Archives institutions proper, such places as University and Legislative Libraries which might hold archival material. ... Another enterprise which the Archives Section has engaged in for the past two or three years has been to make a survey of Archivists' positions in Canada, asking duties, qualifications, salaries and vacancies, and sending a report of the compiled information to participating agencies.

... I might explain that the Archives Section consists of any members of the Canadian Historical Association who are professional Archivists, or who are interested in any way in the Archives. We meet annually in June for a day's meeting, immediately prior to the annual meeting of the Canadian Historical Association. Our normal program has been a business meeting in the forenoon, with a session in the afternoon in which two or three papers are presented.

So far as the Saskatchewan Archives itself is concerned, a major enterprise upon which we have recently embarked is the indexing of homestead files which were trans-

ferred to the Saskatchewan Archives from Ottawa two years ago. These files consist of some 1600 linear feet of material and include a file for each quarter section of land that was homesteaded in Saskatchewan. Finding aids transferred with the files enable us to look up a file if we know the land location. What we are now preparing is an alphabetical name index. . . .

Cuba

A leaflet issued by the *Archivo Nacional* in July 1959 lists on facing pages the accomplishments and objectives of the *Archivo* under the headings "*Lo que ha hecho la Revolución*" and "*Lo que hará la Revolución.*" Among accomplishments were increased budget appropriations; initiation of an archival training program by establishing the *Escuela Nacional de Archiveros*; acquisition of metal filing cabinets, typewriters, and other needed equipment; increase in the quantity and quality of services rendered by the photographic laboratory, the documents restoration section, and the printing press; preparation of a general catalog of the institution's holdings; reorganization of the library; closer cooperation with national and international archival institutions; and a complete reorganization of the *Archivo*. Objectives include the construction of an additional archives building; establishment of a department for newspaper collections; establishment of a department for sound recordings; acquisition of modern equipment for the photographic laboratory; installation of steel shelving; establishment of an inter-American school for archivists; transformation of the *Archivo* into a *Centro de Investigaciones Históricas Cubanas*; and the creation of a *Cuerpo de Archiveros del Estado*.

Greece

According to a special dispatch from Athens to the *New York Times*, filed on January 23, the correspondence between Otto, first King of the Hellenes, and his father, King Ludwig I of Bavaria, will soon be published. The correspondence has been in the archives of the House of Wittelsbach in Munich.

India

The January 1958 *Activities Report* of T. Raychaudhuri, Director of Archives, reveals that a meeting, held on January 28, 1958, at the National Archives of India, considered specifications for writing paper to be used in Government offices for permanent and ephemeral records. The February 1958 *Report* mentions the findings of the subcommittee for weeding central government records, which recommended that detailed rules for weeding records be drawn up as provided under the Records Destruction Act of 1947, thus insuring the retention of valuable records and the weeding of papers of ephemeral interest at the point of filing. ¶ The Archives has a one-year course in theoretical and practical training in archival science and a three-month course for "trainees."

Sweden

According to a "News from Sweden" release (January 6) the Fourth International Congress on Archives next October at Stockholm is expected to bring together some 650 archivists.

Writings on Archives, Current Records, and Historical Manuscripts, June 1958-June 1959

GRACE QUIMBY, *Editor**

National Archives

THIS ANNUAL BIBLIOGRAPHY is the seventeenth compiled under the auspices of the Committee on Bibliography of the Society of American Archivists. It is a consolidated list comprising titles published in the United States and other countries in the thirteen-month period indicated in the title. Certain titles, not yet examined and therefore omitted from this list, will be included in the bibliography next year. Like its predecessors, this bibliography is a selected list of references to professional writings and does not include, unless unusually important, historical documentary publications, unpublished items, and reports of libraries and historical institutions that give but a few lines to manuscript accessions. Highly selective is the listing of foreign archival publications, in view of the international bibliography being published in *Archivum*. The bibliography is classified broadly by subject. An outline of the topics precedes the list. As formerly, titles relating to technical aspects of the use of photography and to the reproduction of research materials are entered in class VIII, while items relating primarily to the use of photographic techniques for purposes of original recording and record management are entered in class II A. Related titles in different classes are indicated by cross-references at the end of each section.

The compiler is indebted to Rupert E. L. Kittredge for substantial assistance in compilation and to JoAnn C. Campbell for typing the manuscript.

- I. General Literature
- II. Filing Techniques and Management of Current Records
 - A. General Discussion
 - B. Machine Techniques in Office Operations and in Information Processing
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government
 - B. State and Local
 - C. Foreign Countries
 - D. International Organizations

* Miss Quimby is Librarian of the National Archives and a member of the Society's Committee on Bibliography.

- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids
 - A. General Discussion
 - B. United States in General and Federal Government
 - C. State and Local
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 - E. International Organizations
- VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Record Officers

I. GENERAL LITERATURE

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2. BIBLIOGRAPHIE zum Archivwesen für die Jahre 1955-1956. *Der Archivar*, v. 11, col. 231-256, 327-340; v. 12, col. 25-48, 119-142 (July, Dec., 1958; Mar., May, 1959). Arranged by country.
3. BIBLIOGRAPHIE zum Archivwesen für die Jahre 1957 und 1958; 1. Folge. *Der Archivar*, v. 12, col. 225-242 (July 1959). Arranged by country.
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13. INTERNATIONAL COMMITTEE FOR SOCIAL SCIENCES DOCUMENTATION. A study of current bibliographies of national official publications. Edited by Jean Meyriat. New York, Columbia University Press, 1958. 260 p. (*Unesco Bibliographical handbooks*, 7). Discusses the publications of a number of nations.
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(Jan., Apr. 1959). Part I lists titles published in the United States; Part II lists those published in other countries.

II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

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34. BUSHIPS streamlines records. *Navy management review*, v. 3, no. 7: 13-16 (July 1958).
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See also: 69, 84, 85, 88, 89, 92, 150, 281.

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See also: 119, 161, 170.

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See also: 66.

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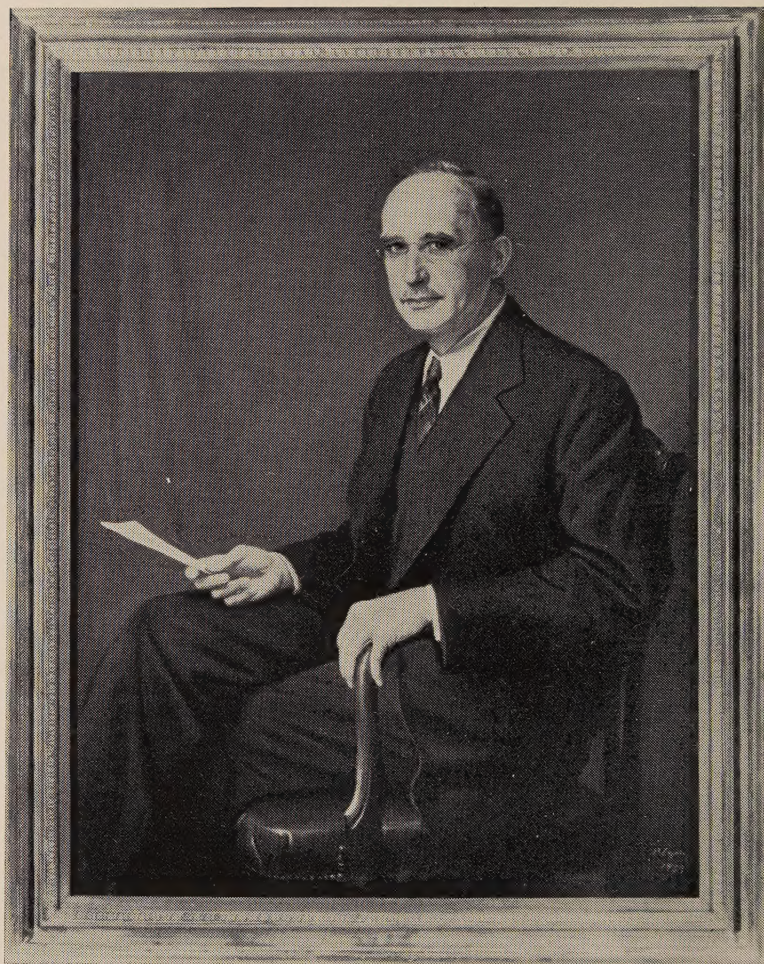
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Portrait by Björn Egeli, unveiled in the Conference Room of the
National Archives on April 8, 1960.